

# NON-BENEFIT ELIGIBLE HIRING GUIDE

	<b>REGULAR STUDENT (RS, WS, ZS)</b>	<b>GRADUATE ASSISTANT (GA, GTA, GRA, ZG)</b>	<b>LECTURER (LP)</b>	<b>TEMPORARY HOURLY (U3, Z3)</b>	<b>TEMPORARY SALARY (U4, Z4)</b>
<b>START DATE</b>	ANY**	FIRST DAY OF PAY PERIOD (SUNDAY)	FIRST DAY OF PAY PERIOD (SUNDAY)	ANY**	FIRST DAY OF PAY PERIOD (SUNDAY)
<b>PAY</b>	HOURLY	SALARY	SALARY	HOURLY	SALARY
<b>BACKGROUND CHECK REQUIRED?</b>	DEPENDENT UPON CIRCUMSTANCE, USE LINK BELOW	YES*	YES	DEPENDENT UPON CIRCUMSTANCE, USE LINK BELOW	DEPENDENT UPON CIRCUMSTANCE, USE LINK BELOW
<b>LENGTH OF WORK ASSIGNMENT</b>	ACTIVE UNTIL TERMED	ONE SEMESTER	ONE SEMESTER	UP TO ONE YEAR	UP TO ONE YEAR
<b>ADDITIONAL APPROVALS NEEDED?</b>	N/A	N/A	N/A	N/A	MARKET BASED COMP MUST APPROVE IN ADVANCE

## PAYROLL SCHEDULE

## BACKGROUND REQUIREMENTS

\*BACKGROUND CHECKS ARE NOT REQUIRED FOR INTERNATIONAL GRADUATE ASSISTANTS. BACKGROUND CHECKS CONDUCTED BY FEDERAL HOMELAND SECURITY AS PART OF THE VISA PROCESS ARE CONSIDERED ACCEPTABLE FOR EMPLOYMENT PURPOSES.

\*\*THE DEPARTMENT MUST HAVE A FULLY APPROVEE EPAF BEFORE ANY EMPLOYEE CAN BEGIN WORK.