New Hire Request

Today's Date: _____

To request a new hire within the School of Nursing, The Office of Faculty and Staff resources requires that you submit the following information:

For the reasons listed below, the time frame for onboarding a new employee is approximately 3 months:

- Posting a new position to ROCS may take 2-4 weeks for processing
- Upon selection of your candidate, background and reference checks may take an additional 4-6 weeks

Requestor Name: _____   Requestor Department: _____

Requestor Contact Number: _____   Requestor Email Address: _____

Account number/Combination Code: (Contact business office): _____

Choose the type of position you are requesting

_____ **Class 1 Employee:** Regular salaried faculty and staff.   _____PeopleSoft Position

_____ **Class 3 Employee:** Short-term temporary employee.   _____Former Banner Position

_____ **Class 4 Employee:** Casual hourly employee
  ** Casual Class 4 appointments work an average of less than 20 hours per week in a quarter.
    Employees may be appointed for up to one year at a time.

_____ **Class 4 Employee:** Seasonal employee
  ** Seasonal Class 4 employees are not restricted in the number of hours worked per work week. Seasonal employees will
    receive overtime pay for hours worked above 40 hours per work week. Employees may be appointed for up to a six month
    period, and may be reappointed as long as there is a break in Rutgers service of at least three continuous months.

_____ **Class 5 Employee:** Hourly employees who are university students.

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Before **posting a Class 1 positon**, please make sure you submit the following information

____ CARF   ____ Org. Chart   _____ Starting salary

Before **posting a Class 3 positon**, please make sure you submit the following information

____ CARF   ____ Org. Chart   _____ Starting salary

Before **posting a Class 4 positon**, please make sure you submit the following information
Candidate can work a maximum of 20 hours per week

____ CARF   ____ Org. Chart   _____ Hourly rate

_____ Start Date   _____ End Date

Do you have a candidate you would like to hire? ____ Yes ____ No

If so, please submit the name and resume - *Make sure the candidate meets the qualification indicated in the CARF*

Please submit the name _____

Before **hiring a Class 5 positon**, please make sure you submit the following information
Candidate can work a maximum of 20 hours per week

_____ Start Date   _____ Hourly rate

Do you have a candidate you would like to hire? ____ Yes ____ No

Please submit the name _____

List the names of the Search Committee members *including the Chairperson*

1. _____   2. _____

3. _____   4. _____

5. _____   6. _____

Background Screening

Rutgers is committed to providing a safe environment for our university community while ensuring that its academic and research missions are supported by qualified candidates. To this end, Rutgers will standardize existing pre-employment background screening processes and procedures across all Rutgers entities, mandating criminal background checks for all new hires.

What Background Screening Process Will Be Implemented?

Background check starts at $35.00 for each county. Your department budget will be responsible for the payment.
The background check process takes about **10 business days**

The basic standard background check requirement for all RU hires will include:
- Social Security Verification
- Sex Offender Registry Check
- Criminal Background Check

Additional types of screens may be included at the discretion of the department based on position and job function. These may include: Please check if you need additional screening

_____ Motor Vehicle History
_____ Media Search
_____ Civil Legal Proceedings
_____ Credential Verifications *(RN License etc.)*
_____ *Other (please indicate)* _____

Other remarks (optional):

- Please make an appointment with Betty Kingsley (kingslbe@sn.rutgers.edu) or N. Taylor-Porter (taylor.porter@rutgers.edu) to post a position or hire a new person.

- Schedule an appointment with Betty Kingsley (kingslbe@sn.rutgers.edu) or N. Taylor-Porter (taylor.porter@rutgers.edu) for timesheet training for Class 4 and 5.