

Temporary Salary (U4) Employment Checklist

Start Date: First Day of a Pay Period (Sunday); however, your new employee must complete onboarding to include the I-9 form and the ePAF must be fully approved before any employee can begin work.

Pay: Salary

Background Check Required: Dependent upon circumstance, use link below.

Length of Work Assignment: Up to one year

Additional Approvals Needed: Due to the Fair Labor Standards Act (FLSA), this specific classification would require more regulation; therefore, it requires approval. To receive approval for this classification, please email a brief job description to [Market Based Compensation](#). Market Based Compensation will then email both the Department Contact and HR Employment once a classification decision is made.

Additional Resources

[Non-Benefit Eligible Hiring Type Grid](#)

[Payroll Schedule](#)

[Background Check Requirements](#)

[Non-Benefited Employees: Appointment & ePAF Dates](#)