

Steps to Hire/Rehire Hourly Employees (NANCE)

Determine if the individual is a Full-time student or Short Term?

- Full-time students are students carrying 12+ units (9+ for graduate students)
 - Must submit a Student Waiver and Class Schedule (letter for graduate students)
- Short Term is the classification for those other than full-time students, Professional Experts (special qualifications), and Personal Services Contract (tutors and models)
 - Must have a Board-approved position

Is the individual a previous employee?

- If yes, have they been paid in the last 18 months?
 - If yes, then complete a NANCE PAS,
 - If No, follow the below steps as a New Hire / Rehire over 18 months
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New Hire / Rehire over 18 months

- Submit Personal Profile & PAS sheet to the Business Office at least 30 days prior to start date.
- Employee is sent two e-mails with instructions and documents to complete the onboarding process.
- Final processing appointment made by Business Office for I-9 verification and review of completed paperwork.
- Supervisor will receive clearance from Business Office when new hire is cleared to begin working.