Laboratory School Hiring Cheat Sheet

PERS 900/910 Form Completion

- **Appointment Type**
  - H = Faculty Associate, Continuing (probationary or tenure)
  - L = Faculty Associate, Non-Continuing

- **Tenure Eligibility Indicator**
  - I = Ineligible, Non-Continuing Faculty Associates
  - C = Contractual Continued Service, Probationary and Tenured Faculty Associates

- **Tenure Year**
  - Use only when C is indicated in the Tenure Eligibility field
  - Four years from the begin date of the appointment
  - Calculated by adding three (3) to the beginning year of the appointment
  - Example, employee begins 8/16/06, tenure year is 09

Background Check

- For all employees, submit both the PERS 944 and Fingerprinting memo to HR together
- Follow-up with employees to ensure they complete the fingerprinting within 30 days
- When an employee resigns or retires and then returns to the Lab Schools (in any employment type), a background check will need to be completed, this includes fingerprinting.

Affirmative Action Paperwork

- Search and Waiver paperwork must be submitted and approved by the Office for Diversity and Affirmative Action before it is submitted to HR
- Approved Affirmative Action paperwork should be submitted to HR along with all other hiring paperwork for the employee

I-9

- I-9 must be completed by the employee on or before their 1st day of employment
- I-9 must be verified by the employer on or before the 3rd day of employment
- Do not request specific documents from the employee
  - Show them the back of the I-9 with the sample documents they can provide

Paperwork Submission to HR

- Submit all documentation together to HR to ensure timely processing
- Original documentation must be submitted, copies will not be acceptable
- Submit paperwork to HR by the 10th of the month in which the first payment is to be made