How an application (applicant) becomes a contract (employee)

Step 1 Application & Paperwork

Step 2 Submit POS code Request (via form)

Step 3 Background Check

Step 4 Create Contract

Step 5 Print Contract

Step 6 E-verify

Step 7 Credentials
Step 1 – Application and Paperwork
Application submitted in People Admin and paperwork received in HR. Don’t forget to use the checklist!

Step 2 – Submit POS Code Request (via Form)
- Instructional Form
- Non-Instructional Form (please print and obtain signatures)
- Overload Form (for instructional and non-instructional)

Step 3 – Background Check
Background checks are submitted/checked daily. (POS Code request(s) received after 10 a.m. will be submitted the following business day.)

Step 4 – Contract Creation
Once a POS Code is released, you will be emailed to check spreadsheet and create (key in) contract.

Step 5 – Print Contract
Once you create your contract(s), you are welcome to print! Need help? Let us know!

Step 6 – E-verify
E-verify needs to be completed within 3 business days of the employee’s start date. We can get fined for people not processed within 3 business days of start date, and/or people that are processed and do not start.

Step 7 – Credentials!
Part-time employees have 30 days to submit their credentials, per Required Credentials Form. If not received, no future contracts are to be created until the credentials are received. A required credentials form is needed for each POS code a person has.