

Classified Hire Check List

Once you have the approval to hire, please follow these steps to set up a new classified employee

As soon as selection is made:

1. Send copy of EIF to payroll for UO ID and employee information which will lead to PAC being issued
2. Notify Roberta Thompson, HR Employment Specialist (rlt@uoregon.edu) with hire date
3. Contact the Benefits Office with hire date, FTE and to schedule employee for benefits orientation.
 - a. Lynn Petersen, Benefits Specialist, lynnp@uoregon.edu
 - b. Cindi Peterson, Benefits Coordinator, cindip@uoregon.edu

At least two weeks before start date or as soon as possible prepare the entire hire packet

1. PRF
2. EIF
3. I-9
4. W4
5. Direct Deposit
6. Position Description (signed by employee and supervisor)
7. Job Application

Route entire packet through proper signature authority for your department.

Send **ENTIRE** hire packet to Human Resources for final approval and signatures. Sending the PRF separately can potentially cause a delay in processing.

HR will send it to payroll for entry to BANNER.

Please plan accordingly. This process can take up to two weeks or longer, depending on specific time lines in each department.