**Employee Classification**

**Checklist for Employment**

1. \_\_\_\_\_ Prepare a description of the position and obtain approvals as required by department or school.
2. \_\_\_\_\_ Identify individual to perform the temporary assignment. Advertising through HR or other means may be used if needed.
3. \_\_\_\_\_ Prepare standard agreement found [here](http://www.creighton.edu/hr/contractorpolicies/index.php).

New Faculty Position – “Temporary Special Faculty Employment Agreement”

Renewal of Faculty Position within 12 months – “Temporary Special Faculty Employment Renewal”

Non-Faculty Position\* – “Temporary Non-Faculty Employment Arrangement”

1. \_\_\_\_\_ Obtain signatures from both parties.
2. \_\_\_\_\_ Complete and forward EAF through approval process. Attach a copy of the signed agreement to the approval email.
3. \_\_\_\_\_ Human resources will then email the temporary employee the new hire packet, all in a PDF file, to the administrator to arrange with the new employee the process for completing the required hiring paperwork, including the I-9.
4. \_\_\_\_\_ HR will set up the person in Oracle/HR system up to 60 days before the start date.  Please allow 3-5 days after HR has access to the completed I-9 and hiring paperwork for the net id to be generated.
5. \_\_\_\_\_ Depending on the position, hires may be required to successfully complete a drug screening, background check and/or immunizations if required for that position.

\*May only be used for temporary employment outside the hiring exemption process.