

## Need to Hire?

When you want to hire someone to work in your lab, please provide the necessary information when you send me the request. **Please remember that the hiring authorizations for hourly/biweekly employees should be submitted at least 2 weeks before the intended start date. The Arts and Sciences Hiring Team needs at least a pay period's notice for all new hiring. Please plan accordingly.**

### **HIRING PROCESS**

**Option 1:** Email me the following information:

- Name and email if you have a preselected candidate.
- Student ID# if you know it.
- Position Title (undergraduate lab assistant, undergraduate research assistant etc.)
- Start Date:
- End Date:
- How many hours a week will employee work?
- Salary Amount (hourly wage):
- Account # Funding source:
- If they are working on or off campus, they must have addresses where everyone is working now.
- **Business Purpose/Justification**
- Any additional Comments about this hire.
- I will submit the hiring form and tag you on the ticket, so you can answer any questions they may have for you.

**Option 2:** You submit the hiring authorization form yourself, <https://resources.as.uky.edu/hiring-authorization-form> You will need to provide the exact information as above to get the hiring process started and I will be automatically tagged on ticket.

**NO HIRING TICKET CAN GO FORWARD UNTIL  
THE BUSINESS OFFICE CONFIRMS FUNDING**

**\*\*Employees cannot begin working before they have completed their I-9.  
An employee beginning to work before they have completed their I-9 eligibility is a violation of federal and state laws and we can be fined if we are not complying\*\***