

## Hiring Process for Biology

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#**
- **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**:
- **Business Purpose/Justification:**
- **Any additional information you would like to include.**

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\*\****