

## Process to Request a STEPS Employee

Updated 1/16/2019

### **Overview:**

The following process is to be followed for requesting a STEPS employee through UK temporary employment.

### **Process**

1. The Division/Department requesting a temporary worker shall seek approval from Christa Jennings. Once the request is approved please send an email with the following information:
  - Department Number
  - Department Name
  - Salary
  - Full Time/Part-time
  - Work Hours
  - Job Summary
  - Anticipated length of assignment
  - Supervisor Name
  - Cost Center
2. Once the email is received, the HR & Faculty Administrator will put in the request through STEPS.
3. The STEPS office will send the link through to IES to review candidates. It will be the departments/divisions responsibility to choose the employee through a formal interview process unless they already have a candidate in mind.
4. Once the employee is chosen, please send the name to Christa Jennings to begin the employment process with STEPS.
5. If the employee has never worked for the University before, they must complete the onboarding process with STEPS. This will include new employee orientation, background check, drug screen, and I-9 paperwork. Depending on how long it takes the employee to complete these requirements, it could push back the start date.
6. The temporary employee will report to the supervisor named in the request form submitted. The supervisor will be responsible for signing his/her paper timesheet bi-weekly. Once timesheets are signed they are submitted to the HR & Faculty Administrator.

### **Resources:**

[Timesheet](#)