

HIRING WAGE/HOURLY PERSONNEL

- As soon as you think you may want to hire someone contact Ricky Downs in the BSC ricky.downs@usu.edu or 435/797-8283 for instructions and a hiring packet
- All jobs MUST be posted with Student Employment unless hiring outside of USU/Logan. Please post at another University/College/Work Force Services/listserve/bulletin board/local coffee shop. Provide a copy of the posting to the BSC when you submit the hiring documents
- Completed I-9 forms MUST be submitted to the BSC within 2 days of hire date. A list of the acceptable required **original** documents can be found on the back of the I-9, copies are not acceptable. Signature of the person viewing the **original** documents MUST sign as USU representative and fill in all necessary blanks. There is potential for a \$1,000/day fine from the Federal Government for late/incomplete forms. Fines will be charged against your research funds
- Federal regulations require USU Human Resources to eVerify all new employees within 3 days of the original date of hire and have all documents on file
- Please email Ricky ricky.downs@usu.edu when any employee terminates

FINDING I-9 FORMS OFF CAMPUS

- Contact Ricky in the BSC ricky.downs@usu.edu or 435/797-8283
- Business Service Center website <http://cnr.usu.edu/htm/intranet/business-service-center>
- Go on-line to <http://www.uscis.gov/files/form/i-9.pdf> or <http://www.usu.edu/hr/files/uploads/Forms/I9%20Form.pdf>
- Human Resources at any other University/College in the area you are working
- Federal Offices or Employment Offices in the area where you are working

STED (Student and Temporary Employment Data) FORMS

- A STED form MUST be completed and turned into the BSC with completed hire documents for any new hire **within 2 days of the date of hire**
- STED forms MUST be completed for any changes to pay rate or index number http://cnr.usu.edu/files/uploads/Intranet/Business_Service_Center/STED_Form.pdf
- Signature of immediate supervisor and owner of the index, if not immediate supervisor, must be on the form

TIME CARDS

- A time card MUST be turned in for any non-benefit eligible person to receive a pay http://cnr.usu.edu/files/uploads/Intranet/Business_Service_Center/time_cards.pdf
- The immediate supervisor's signature is required on all time cards or an email from the immediate supervisor approving the time, sent to Ricky ricky.downs@usu.edu
- Any overtime (over 40 hours in a work week) MUST be paid at time and a half. USU's work week starts on Saturday and ends the following Friday. Overtime cannot be carried over and paid out at the end of a field season.
- If paying a flat monthly rate to an AT WILL employee they MUST pass the exemption test: <http://www.usu.edu/hr/files/uploads/Compensation/FLSA%20Quick%20ref.%20Guide%20for%20we> [b.pdf](http://www.usu.edu/hr/files/uploads/Compensation/FLSA%20Quick%20ref.%20Guide%20for%20we) or <http://www.ewin.com/articles/exneot.htm>