**Aggie Time Login for Wage/Hourly Payroll Approval**

If you have any questions, please contact:

Steve Smith – DEAN and WILD  [steve.smith@usu.edu](mailto:steve.smith@usu.edu)
Katie Dana – ENVS and WATS  [katie.dana@usu.edu](mailto:katie.dana@usu.edu)
CC Ricky Downs on all correspondence  [ricky.downs@usu.edu](mailto:ricky.downs@usu.edu)

The following forms will be required for the employee to complete a minimum of 14 days **prior** to start date:

- I-9
- W4
- Direct Deposit
- Self-Disclosure/Background Check

*(Supervisors/Managers follow up with employees to confirm forms are completed prior to start date)*

**Aggie Time Training Resources for Approvers**

**My Time (Leave Requests and Balances)**

**My Time Training Videos**

**Payroll Deadline Calendar**

**Payroll Forms (Here you will find all needed forms regarding payroll at USU.)**

With the sensitive information on **W-4** and **Direct Deposit** forms, we prefer that you send them to us via **Box**. Uploads here are encrypted and secure. Please send us paperwork via this link.

**USU Human Resources**

**Helpful Information drop down**

- Manager/Supervisor
- Current Employees (All Employees, Current Employees, Faculty/Staff, Hourly Employees)

**ACA FT/ACA Variable, and Benefit forms**

Within 30 days from date of hire, please complete and return all required forms to: Human Resources, 8800 Old Main Hill, Logan Utah 84322; Fax: (435) 797-1816; or hand deliver to Human Resources building on the corner of 1200 East 700 North. **Note**: Forms cannot be accepted without all appropriate documentation (birth certificates, marriage licenses, etc.)

**New Hire Paperwork Submission**  [BOX LINK](#)

**New Hire**: All jobs need to be posted in either Handshake (students only) or iCIMS (students and/or non-student employees) **prior to hiring any employees**. New hires must apply for the job. Supervisors will need to mark applicant as hired in Handshake or iCIMS.

**Re-Hire**: If you are re-hiring in the same department, you will not need to post the job. The re-hire will not need to apply for the position.

Complete the **Hire Request Form** on:  [Service Now](#)

- New Hires, Rehires Hourly (EPAF) OR Graduate, Summer, Teaching- No Benefits

For **job posting** go to:  [Service Now](#)

- Post a Job

Change in Status:  [Service Now](#)

- Employee Termination  Change an Employee Status, Rate or Index

**Service Now**

**Handshake (Student Only Jobs)**

**ICIMS (Students and/or Non-Student Employees)**

**Pre-Posting Position Checklist**