HR/Payroll

[Aggie Time Login for Wage/Hourly Payroll Approval](#)	If you have any questions, please contact:
	
	    Steve Smith – DEAN and WILD steve.smith@usu.edu
	    Katie Dana – ENVS and WATS katie.dana@usu.edu
	    CC Ricky Downs on all correspondence ricky.downs@usu.ed
	
	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.)](#)	
[New Hire Paperwork Submission **BOX LINK**](#)	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.)**

Hiring/Personnel/Job Postings

[Service Now](#)	**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](#)

[Handshake (Student Only Jobs)](#)	
[ICIMS (Students and/or Non-Student Employees)](#)	
[Pre-Posting Position Checklist](#)	