

# **Temporary Hourly (U3) Employment Checklist**

**Start Date:** The new employee must complete onboarding to include the I-9 form and the ePAF must be fully approved before any employee can begin work; however, the start date can be any chosen date.

**Pay:** Hourly

**Background Check Required:** Depends upon circumstance, use link below.

**Length of Work Assignment:** Up to one year

**Additional Approvals Needed:** N/A

## **Additional Resources**

[Non-Benefit Eligible Hiring Type Grid](#)

[Payroll Schedule](#)

[Background Check Requirements](#)

[Non-Benefited Employees: Appointment & ePAF Dates](#)