



HIRE/TRANSFER REQUEST

Position Title: _____ Position Number: _____ Location: _____ Requisition Number: _____

Recommended Candidate: _____ Start Date: _____ Starting Pay: _____

Supervisor _____

Is this a transfer from another Department/Agency? If so, please list here _____

Moving Allowance Yes _____ No _____

This form must be filled out and submitted when requesting hire and offer amount approval. Please send form to the HRS, Generalist and HRM.

Hire Process

1. After applicant has accepted, send Hire Request & interview notes only (do not include apps/resumes) via email to your HRS. Please ensure all candidates are dispositioned, so the requisition can be closed out.
2. The HRS will send out hire letters via DocuSign and transfer letters via email. Supervisors will always receive a copy.
3. If employee is a new hire, online orientation information will be sent out via email to supervisors, close to the first day of hire. New employees must complete within their first 3 days.
4. E5 and I9 documents must be printed during the online orientation, then signed and emailed to HRS, along with I9 documentation (SSC, DL, Passport, etc.).
5. New Employees/Transfers will be hired in/processed after payroll closes and supervisor will see their employee ID in TKS when they are set up. All new hires have the initial password of "password".
6. New Employees will receive an email with instructions and a link to sign up for benefits, after they are hired in the system.

Reminders:

~ the first paycheck is always prenoted, therefore, whatever address is loaded on payroll is the address the check is mailed to, and mail can take up to 7-10 days to receive.

~ if you do not see any taxes taken from your check, you have options to change on your W4, and this can be done through your Employee Space.

~ Employees can start using leave, when they see balances on their pay stub and in TKS.

~ If the hire date has been changed from what was originally agreed to, you must notify BHR right away.



