

This hiring manager’s checklist addresses the process for hiring temporary employees in the SCE.

## PREPARATION PHASE

- Work with ED to obtain permission to hire.
- Review/Update Job Description.
- Decide which pool will provide needed candidates: Direct Hire, UTS, Outside Agency (ensure agency is an approved vendor).
- Submit hardware ticket with IT (AT LEAST 2 WEEKS EARLY).
- Review Sam’s Tips!

## DIRECT HIRE

- Complete and submit an SHRA Temp/Student Request Form to SCE HR.

**After this step: Follow the permanent employee checklist and process map.**

## AGENCY HIRE

- Modify job description to fit the format required by the agency and submit.
- For outside agencies: request confirmation that candidate’s background check meets criteria established in the contract with the agency.

## AFFILIATION WITH THE UNIVERSITY

- Complete and submit an Application for Registration as UNC Affiliate to SCE HR (at least 7 business days before start date).
- Upon receipt of employee PID, email it to the employee and request they create an **Onyen**.
- Follow up with employee about creating an Onyen. (Onyen required at least 3 business days before start date).

## CONNECTING TO THE SCE

- Upon receipt of Onyen email the following to: [SCENewHire@unc.edu](mailto:SCENewHire@unc.edu) (at least 3 business days before start date).  
Name, PID, Onyen, Department, Supervisor, Start Date, Location
- Submit signed forms requesting [System Access to \(BFS\)](#) - for CC, InfoPorte, etc. - through website.
- Create connections to team drives and relevant SharePoint sites.
- Establish plan for first week.