Extension County Support Staff Hiring Form Checklist
(Bi-weekly, hourly staff)

Staff Coordinator Responsibilities

- □ Offer Letter -- must include start date, position hourly rate, and background check contingency clause
- □ Acceptance Letter – must include start date, position, and hourly rate
- □ Copy of newspaper ad
- □ W-4, Federal Tax Withholding—Complete online in MyUK ESS
- □ K-4, Kentucky State Tax Withholding—Complete online in MyUK ESS
- □ Local City Tax (LCT) Form
  - o Click link on District Website>Employee Resources for tips on how to fill this out
  - o There is also a video link to help with the form at http://cafebusinesscenter.ca.uky.edu/content/employee-resources
- □ I-9 including Color Photo IDs
  - o Click link on District Website>Employee Resources for tips on how to fill this out
  - o Staff hired in Fayette Co. or counties bordering Fayette must complete I-9 in Scovell Hall
  - o If I-9 is done in the county, approved I-9 signer MUST complete refresher training < 1 week before assisting with I-9
- □ Direct Deposit—**MANDATORY**
  - o Employees can now add/update direct deposit information in Employee Self Service. The directions are linked to the Employee Resources page.
- □ MVR Form with Color Copy of Driver's License
- □ Voluntary Disability Self Identification
- □ Drug Free Policy
- □ Race/Ethnicity Disclosure
- □ Hiring Report Form
  - o Interview Notes>all notes to DD office
- □ Receipt of Extension Manual and County Office Procedures
- □ Set-Up reminder to contact District Support Staff/DD in 75 days re: End of Orientation Form

District Support Staff Responsibilities

- ☐ Initiate PES in IES – utilize this time to . . .
    - ○ Prepare Work Experience Calculator (while logged in IES to initiate PES)
    - ○ Prepare Personnel Action Form ("P16") and have DD sign
    - ○ Send email to CES HR Personnel Director (cc Administrative Support Associate) and UK Employment contact indicating PES has been initiated, candidates name, position title, position #, salary, and tentative start date
- ☐ Mail MVR form with original signatures to Risk Management
- ☐ Email Voluntary Self Identification form to HR at ukjobs@email.uky.edu
- ☐ Email new hire paperwork to Melissa Howard; mail originals once Melissa verifies everything is accurate
- ☐ Orientation will now be completed online for all employees. An email will be sent, and the employee will have 30 days to complete
- ☐ Add new hire to online Field Staff Directory
- ☐ Create Employee File in Z Drive
    - ○ Add completed PES email, Offer Letter, MJRs, newspaper add, et al to file
    - ○ Email same file and all interview notes to Stacy Miller (cc: Kelly Jordan)
- ☐ Prepare email to new hire with benefits information, civil rights training, and unconscious bias training requirements
    - ○ Remind new hires that they have 30 days to enroll in benefits and no reminder will be sent by UK
- ☐ Update any respective District List Servs: contact IT for state-wide List-Servs (if necessary)
- ☐ Email District IT support and supervising agent the new hire's Link Blue and UK ID# so new IT/UK accounts can be set up
- ☐ ID cards will now be ordered online at https://cafebusinesscenter.ca.uky.edu/content/college-forms-human- resources
- ☐ Create calendar notice to contact staff coordinator in 75 days regarding End of Orientation Form
- ☐ Send Hiring Report to Kelly Jordan to enter into IES
- ☐ Verify that PES is complete prior to start date; if adverse results are received, contact Melissa Howard and Supervising Agent ASAP!