

Adjunct New Hiring Procedures

_____ Ask the new hire pre-interview questions.

1. Are you authorized to work lawfully in the United States for OPSU?
2. Will you now or in the future require OPSU to commence ('sponsor') an immigration case in order to employ you (for example, H-1B or other employment based immigration case)?

_____ A **background check** is required before offering a job to a new adjunct (potential adjunct has never worked for OPSU). Please share with HR the adjuncts contact information.

_____ After Dean or Department Chair receives clear results, the **job offer can be extended** to prospective adjunct.

_____ OPSU HR must have a **current resume and official transcripts** on file for new adjunct.

Below is the information on official transcripts that are acceptable:

- **eTranscripts sent via Parchment, National Student Clearinghouse, directly from the university** are acceptable, please have them sent to abby@opsu.edu.
- **Original official transcripts** mailed by the university in a sealed envelope are also acceptable – please have sent to OPSU – Attn: Office of Academic/Student Affairs, P.O. Box 430, Goodwell, OK 73939
- Scans/copies of transcripts are **not** considered official documents. PDF's of official transcripts sent by the faculty member are also **not** considered official, nor are copies sent to HR as part of an application packet.

_____ OPSU HR will **email the New hire packet** to the new adjunct. *****OPSU HR has three (3) days to submit an E-Verify case from the 1st day worked*****

_____ In order for a new employee to have access to Aggie Access, the employee must submit the employment packet to HR to be **entered into Banner**.

_____ After the new hire is entered in Banner, an **EPAF**, electronic personnel action form, is processed.

_____ The EPAF has an approver process, the VP approves it and then OSU Payroll approves and applies it to get the HR assignment, this **process can take four (4) or more days**.

_____ Once the EPAF is applied, an email is sent to the new hire with instructions on how to **set up Aggie Access**.