

# HIRING PROCESS FOR STUDENT POSITIONS

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## 1. INITIATE HIRING

- Before submitting PTR ensure the account has been set up and approved by the Office of Sponsored Programs before reaching out to HR for posting.
- Hiring manager submits completed and signed Personnel Transaction Report (PTR) to [ASCPTR@fullerton.edu](mailto:ASCPTR@fullerton.edu) for processing. The PTR form and guideline for filling it out can be found on the ASC [website](#).

## 2. BACKGROUND CHECK (1-2 DAYS)

- If student has cash handling duties or access to level 1 data, a basic background check is ordered through ASC's vendor Accurate Background. Student will receive an email coming directly from Accurate to enter their background check information. The background check is initiated once they complete the form.

## 3. ONBOARDING AND START (1-2 DAYS)

- New hire is assigned an Onboarding account on Neogov with all checklist/new hire documents that must be completed. If Live Scan is required, it will be assigned here as well.
  - ✓ HR Specialist/Recruiter sends new hire [Welcome Aboard email](#) with information and copies hiring manager
- Hiring Manager receives [notification from Neogov](#) that they have an employee who has been assigned a new hire checklist. Hiring manager may login and [view their new hire progress](#) in completing this list.
- Final task is to present original I-9 documents in person to the ASC HR office.
- New hire is entered within 1 business day to the ASC system. Time clock access is activated overnight but may start working same day they present their documents.
- Hiring Manager will see this employee show up in the Time Clock Plus system within 1 day of being hired. If this is their first employee, they will receive a welcome email with login and instructions on how to approve hours.
- Once the employee is hired, the department IT coordinator may request IT access accordingly.

\*\*\*Please note all timelines are approximate and may vary depending on individual factors.