HUMBOLDT STATE UNIVERSITY

Emergency Hire Checklist

Emergency hire appointments are used to meet short-term staffing needs. Common reasons to appoint an emergency hire include backfilling a position during recruitment, backfilling a position while an employee is out for an extended duration, or addressing increased workload due to periods of peak activity, etc.

• **Form 104 - Appointment Document**	• A Form 104 must be created a minimum of two weeks prior to the effective start date. **An employee may not start work until the Form 104 and the background check has been fully approved.** • The effective start date will be the date that the employee will begin their emergency hire appointment. The start date should be a minimum of two weeks away to give enough time for the Form 104 and the background check to be fully approved. If for any reason the start date changes for an employee with a time base, a revised Form 104 will need to be submitted. Revision instructions are available here. • Be sure to mark that this is an **emergency hire appointment**. This will prompt you to enter an anticipated end date for this appointment. Emergency appointments are temporary and cannot exceed the length of appointment defined in the applicable collective bargaining agreement.
• **Minimum Qualifications**	To be considered for an emergency hire position, an incumbent must meet the minimum qualifications for the classification/position
• **Background Check**	The appropriate background check must be ordered by the department and completed by the employee. Please keep in mind that the background check may take up to 3 weeks to complete.
• **Pay Range**	Typically, emergency hires are appointed at the base of the pay range for the classification. Pay rates that are above the range will require written justification that includes specific details regarding the incumbent's qualifications for the position.
• **New Employee Paperwork**	Employees must complete New Employee Paperwork in the Human Resources and Academic Personnel Services Office on or before their first day of work. **They may not start work prior to completing these forms.**
• **Candidate Information Form**	Employees must complete a Candidate Information Form to notify Human Resources staff to enter the employee into PeopleSoft to create an ID number. Keep in mind that this process takes an overnight refresh of PeopleSoft, so it is best to submit the information prior to the employee's first day of work.
• **Onboarding Checklist**	Use the Onboarding Checklist for the Department Contact to help ensure your new hire will be ready to work on their first day.
• **Form 109 - Separation Document**	A Form 109 (Separation Document) will need to be submitted by the department prior to the end date of the appointment. It is also the responsibility of the Appropriate Administrator and the department to ensure that a Separating Employee Clearance Form is completed.