Emergency Hire & Casual Worker Hiring Process

Imporatant note: This process is only to perform an initial hire of these employee types. Please use the ePTF process to extend the appointment or perform other employee transactions.

Step #	Responsible Party	Action Needed	Notes
1	Hiring Department	Request position number to be clarified and activated by Budget.	Request position number from Budget via form here: Position Number Request Form
2	Hiring Department	Submit proposed Position Description (PD) to Classification & Compensation for approval via email (classandcomprequests@csus.edu).	Form can be found on Classification & Compensation website.
3	Hiring Department	Complete Hiring Chill Exemption Request.	Please find latest version on Forms page
4	Hiring Department	Once Approved PD and Position Number are obtained, start Job Card in CHRS Recruiting.	Be sure to use the "SA-Non-Recruited Temporary Staff Job Template" for the Job Card Template and "SA-Non-Recruited Job Approval Process" for the Job Card Approval process. Ensure the Recruitment Process is set to the "SA-Non-Recruited Temporary Staff Recruitment Process" and the application form is set to the "SA-Non-Recruited Position Application." Advertisement Text does not need to be completed if this is a direct hire (no need for advertised recruitment).
5	Hiring Department	Attach supporting documents	Examples: Approved PD, any other supporting documents requested.
6	Hiring Department	Start job card approvals	Follow your internal business practice for approvals.
7	Employment Services	Create posting and provide link to the department.	If this is direct hire, ensure "Hidden Job" box is checked before saving. If this is to be advertised, ensure advertisment text is correct and professional before posting position.
8	Hiring Department	If this is a direct hire, send job posting link to candidate to complete application. If the job was posted as an advertisement, send advertisement link to whomever may be interested in the position and work with Employment Services team to invite potential candidates to apply.	
9	Candidate(s)	Complete application.	
10	Hiring Department	Conduct review of application(s) and interviews if necessary.	This is up to the department and determined by necessity.
11	Hiring Department	Initiate Offer Card	Use the "SA-Emer. Hire and Special Consult. Offer Approval" approval process for Emergency Hires or the "SA-Non-Recruited Casual Workers" approval process for Casual Workers.
12	Hiring Department	Approve Offer Card	This could be an internal budget approver or whomever your business process needs to see the final offer before it is sent to the hired employee.
13	Classification & Comp.	Approve Offer Card	
14	Employment Services	Initiate BG check if needed. Enter Type of hire (Emergency Hire, Casual Worker, Special Consultant) PIMS Action Reason Code and Probation Code into "Salary Notes" field.	Ensure proper Onboarding Form, Onboarding Portal, and Onboarding Workflow are used for new hires needing to complete Payroll paperwork and an I-9 Verification.
15	Dir. Of Talent Acquisition	Approve Offer Card.	
16	Budget	Approve Offer Card.	Ensure position data is correct.
17	Employment Services	Draft offer letter once BG check is complete.	There are merge templates available in the CHRS Recruiting documents folder "SA-Sacramento >>> SA-Temp Staff Hiring"
18	Employment Services	Approve Offer Card then send Offer Letter for Acceptance via CHRS Recruiting.	
19	Employment Services	Send follow up email to Direct Hire and Department with Offer Letter and Position Description.	
20	Employment Services	Key in profile and job data.	Use recruitment CHRS to CMS integration if desired. You could also pull new hire data from the "SA-Recent New Hire info report" in Legacy Reporting.
21	Candidate(s)	Complete new hire paperwork and I-9 verifcation as instructed. Begin working.	
22	Employment Services	Send Offer Letter and Position Description via AdobeSign for signature.	It is best to do this after the new hire has created the SacLink account.
23	Employment Services	File documents as necessary. If all vacancies on job card are filled, move job to "Filled" status.	