

Hiring Process – Biology 2025

If you're planning to hire or make any changes to employment within your lab, please notify [Jacquie Burke](#) via email. This includes:

- New hires
- Departures, resignations, or retirements
- Salary adjustments
- Changes in funding sources

Every payroll action requires the submission of a **new triage ticket** to initiate the payroll process.

Note:

- Bi-weekly employees typically have a **two-week turnaround time**.
- Monthly employees usually require around **four weeks**.
- While delays can occur, initiating the process promptly helps mitigate such issues.

To assist you, I've created this **Hiring Process document** that outlines the necessary information. This serves as a helpful template to ensure that all necessary information is provided to me in a cohesive manner. It consolidates all the required details, eliminating the need to search through multiple emails.

Payroll processing will begin once all the required details are received through the triage ticket and funding is approved. The **essential information for payroll processing** includes:

- **Full Name** of the pre-selected candidate
- **ID#** (if available)
- **Email Address**
- **Funding Source**
- **Weekly Work Hours**
- **Start and End Date**
- **Salary Amount** or **Hourly Rate**
- **Requested Position Title**
- **Position and Justification:** A brief description outlining the business purpose (who, what, when, where, and why) to ensure compliance with university standards.

If you prefer to submit the hiring form independently without involving me directly in the process, you must still provide the same information listed above. Please submit the [Hiring Authorization Form](#) accordingly.

If you have any questions or need assistance, don't hesitate to reach out to me at: [Jacqueline Burke](#)