Hiring Process for Biology

When you want to hire someone to work in your lab, please provide the necessary information when you send me the request. Please remember that the hiring authorizations for hourly/biweekly employees should be submitted at least 2 weeks before the intended start date. The Arts and Sciences Hiring Team needs at least a pay period’s notice for all new hiring. Please plan accordingly.

HIRING PROCESS

Option 1: Email me the following information:

- **Name and email** (if you have a preselected candidate).
- **Student ID#**
- **Position Title** (undergraduate lab assistant, undergraduate research assistant etc.)
- **Start Date:**
- **End Date:**
- **How many hours a week will employee work?**
- **Salary Amount** (hourly wage):
- **Account # Funding source:**
- **If they are working on or off campus:**
- **Business Purpose/Justification:**
- **Any additional information you would like to include.**

I will submit the hiring form and tag you on the ticket, so you can answer any questions they may have for you.

Option 2: You submit the hiring authorization form yourself, [https://resources.as.uky.edu/hiring-authorization-form](https://resources.as.uky.edu/hiring-authorization-form)

You will need to provide the exact information as above to get the hiring process started and I will be automatically tagged on ticket.

**NO HIRING TICKET CAN GO FORWARD UNTIL THE BUSINESS OFFICE CONFIRMS FUNDING**

**Employees cannot begin working before they have completed their I-9. An employee beginning to work before they have completed their I-9 eligibility is a violation of federal and state laws and we can be fined if we are not complying**