

Need to hire someone?

When you want to hire someone, please provide some necessary information when you send me the request. I will need it to complete the Hiring Authorization Form. Unless you prefer to create the ticket yourself- but you will still need the same info for the form.

Information needed for the form

- Full Name of person if you have a pre-selected candidate
- ID# if you know it
- Their Email Address
- What account will the funding for wages come from?
- How many hours a week will employee work?
- Start Date and End Date
- Will the student be working on or off campus?
- Address of where they will be working
- Salary Amount
- Position and Justification
 - The University of Kentucky requires a business purpose for all requests. A business purpose is a statement that adequately describes the expense as a necessary, reasonable, and appropriate business expense. Providing a valid business purpose is a requirement for Uniform Guidance and University policy. The 5 “Ws” (Who, What, When, Where, and Why) can be used to determine if the documentation and business purpose meet the University standards.