

CASC New Hire Process

In compliance with the policies of CASC, please follow the below process for filling a position:

1. Complete a "Job Vacancy Form" as instructed in the Policy & Procedure manual. Submit to the Affirmative Action Officer (currently the HR Representative).
2. Upon approval of the President, the advertising and receiving of applicants (whether internal or external) shall begin.
3. Follow the Interview Procedure as attached. All employees (with exception to Federal Work Study students) should file their application with Human Resources when applying for any CASC position. A personnel file will be started for each employee (regardless of salaried, hourly, or faculty status) and maintained in the HR office.
4. Once an employee has been approved for hire, the supervisor of that position will submit a "Request for Payroll Authorization" form w/ Department Head signature to payroll. This must be done in enough time in advance to obtain all the approval signatures and paper processing that needs to be completed BEFORE the prospective employee begins work.
NOTE: If the prospective employee is an institutional student worker, the proper payroll authorization request form is titled: "Request For: Student Work-Study and Payroll Authorization."
5. All new-hire paperwork should be scheduled with the Human Resource Representative. This paperwork should be completed either before the prospective employee begins work or on the very first day! There are regulations that we must follow which includes verifying employment eligibility with the Department of Homeland Security within three **(3) days** of first day of hire. When it is not practical for HR to do the new hire paperwork with the employee (i.e. State Assessment OKC employees, Idabel employees), arrangements must be made through HR for setting up an alternate process with an employ trained on the new hire paperwork. (Such as knowing what employment verification ID is acceptable and signing agreement to authenticity of documents.)

NOTE: A "Request for Payroll Authorization" must also be submitted to the payroll office upon employee exiting your department. This is a very necessary step to remove them from the active payroll system. Follow the "Exit" procedures in the Supervisor's Information packet. If you are a supervisor and do not have an informational packet, please contact your HR office.

All forms mentioned here can be obtained from your HR office via email upon request.

Regulations we have to abide by include:

1. I-9's must be e-verified within three days of hire date.
2. New Hire report has to be submitted to the State Directory within 20 days of hire date.
3. All employees have to sign a "Loyalty Oath" as a Stat employee.
4. All employees have to have on file the status specific paperwork and forms for payroll and personnel *files*.