**Supervisor’s Responsibility in Hiring Hourly Employees**

Steps required in hiring hourly workers and getting them set up on TIME:

1. Offer the job-give new employee information on pay rate ($7.25 is the minimum), work hours, and schedule

2. Notify new employee of requirement to use TIME to report hours worked. All hourly employees clock in and out unless there are special circumstances about the job. Contact HR with questions.

3. Complete the new **PAYROLL STATUS FORM** and send to HR. There is no electronic timesheet for your employees until HR enters them in the payroll/TIME system**. Do not allow your new employees to work for at least five days. [If they have hours worked before there is a timesheet, this requires special payroll handling and FMS payroll charges $50-$75 for this processing. This fee will be charged to your account.]**

4. Send the new employee to HR to fill out employee paperwork and complete a background check form. The background check must be completed before the person starts to work.

5. If the employee has another job at IU East, we may not need new employee paperwork for them, but they should check with HR to be sure their information is up to date.

6. When the background check is done and the employee is entered in TIME, he can begin working. Payroll can provide written instructions on accessing electronic time sheets if we know which timekeeping method they will use when they come to our office, but **supervisors or other department personnel should be prepared to assist new employees in completing their first time sheets.** Duretta can answer questions, but she cannot complete time sheet for all new employees when she is trying to process payroll for more than 200 hourly employees.