A message to all hiring personnel and supervisors,

To ensure quick and efficient processing of new hires and rehires as we gear up for the fall semester, the Talent Acquisition team would like to communicate recommended deadlines to support these time-sensitive actions.

- Temporary Lecturer requisitions for Fall/AY 2023 hires and rehires should be submitted no later than 08/04/2023 to ensure processing and access prior to the reporting date of 08/22/2023.
- Graduate Assistant requisitions for Fall/AY 2023 new hires should be submitted no later than 08/04/2023 to ensure processing and access prior to the reporting date of 08/22/2023.
- Work Study requisitions for new direct hires should be submitted no later than 08/16/2023 to ensure processing and I-9 compliance prior to their start date, which can be no sooner than 08/28/2023 per the Scholarships & Financial Aid Office. Work study rehires are going through a separate process. Please visit with your DHR and/or Ronda Jackson at 307-766-2317 to ensure your rehire is being captured and completed appropriately. Please note that work study requisitions may be submitted after 08/16/2023, but their start date should be adjusted to after 8/28/2023 accordingly.
- As a reminder, all other hires need to be submitted well in advance of the date an individual is required to report to work for their first day of employment. A general rule is to allow 1 week of processing time for non-benefited hires and 2 weeks for benefited hires.

  o Example – a non-benefited hire receives a verbal offer on 6/26/2023 – the hiring manager should communicate a start date of no earlier than 07/03/2023 and initiate the formal written offer/hiring process right away. The employee shall not be permitted to perform any work prior to this date.

  o Example – a benefited hire receives a verbal offer on 6/26/2023 – the hiring manager should communicate a start date of no earlier than 7/10/2023 and initiate the formal written offer/hiring process right away. The employee shall not be permitted to perform any work prior to this date.

    The 1-2 week notice will allow the department and HR an appropriate period to finalize the written offer and/or hire in WyoCloud, while allowing time to ensure and maintain compliance with employment laws. Dates that fall outside of these recommendations should be brought to HR's attention by emailing recruit@uwyo.edu as soon as possible.

For timely processing, please be sure all details in the requisition are complete and accurate. Incorrect or missing details will cause delays in the hire.

Please ensure you have reviewed current hiring resources linked below for your convenience:

- Hiring Toolkit
- Temporary Lecturer Requisition QRG, Temporary Lecturer Offer QRG
- Graduate Assistants (GA) Requisition QRG, Graduate Assistant (GA) Job Offer QRG
- Work Study Hire Process/Requisition QRG, Work Study Job Offer QRG
- Determining Employee Start Dates

Additionally, non-benefited position numbers were updated to an alpha-numeric numbering system about one year ago. You can find more information on how to determine non-benefited position numbers here, if you are not familiar. If you have any questions or concerns, please reach out to the Talent Acquisition team by emailing recruit@uwyo.edu.