



HICKMAN MILLS PERSONNEL ACTION FORM **PERSONNEL NEW HIRE REQUEST** **PROTOCOL**

A Personnel New Hire Request form is required to initiate the hiring of all Hickman Mills staff including:

- New employees to the district
- Rehire of past employees
- Full, part time, substitute, and temporary employees

The hiring administrator/director completes the Personnel New Hire Request form with the assistance of Human Resources, who will verify salary schedule placement. Special Education positions require approval by the Special Education Director. Personnel New Hire Request forms for a position new to the district will require a new job number set up by the Business Office Manager; however, new jobs are added only upon receiving authorization from the Superintendent of Schools and the Assoc. Superintendent of Business. If applicable, new account code(s) will be set up by the Budget Analyst.

After completion, the following steps of approvals and implementation are as follows:

1. The signed request is forwarded to the HR Director for approval.
2. The HR Director reviews and approves the request.
3. The approved request form is sent to the Business Department for approval.
4. The Business Manager reviews and approves the request.
5. The Business Manager presents the approved request to the applicable HR staff member (non certified or certified HR administrative secretary) responsible to set up necessary SISFIN personnel screens.
6. After HR screens are complete, HR confirms the task is complete by checking off and initialing the appropriate confirmation box.
7. HR forwards the completed request to the applicable PR staff member responsible (non certified or certified PR specialist) to set up necessary SISFIN payroll screens.
8. After Payroll screens are complete, Payroll confirms the task is complete by checking off and initializing the appropriate confirmation box.
9. HR and/or department head(s) are responsible for completion of “District Issued Equipment” section.
10. After completion, copies of the completed Personnel New Hire Request form are distributed to Payroll and HR which are then filed in the applicable employee’s Personnel and Payroll file folders.
11. A completed copy of the Personnel New Hire Request form is also distributed to the Benefits Clerk for insurance purposes, and Technology for school directory and other uses as applicable.

