Hourly Hire Process

1. **GSC Adjunct Non-Benefited Offer Letter Template**
   - Before making an offer to candidate, hiring manager must contact HR to discuss conditions of employment.
   - Supervisor should retain a copy of the offer letter with new hire’s signature of acceptance or attached email from new hire stating their acceptance of job offer.
     - Employee’s signature confirms the new hire’s acceptance of conditions of their employment with GSC.

2. **GSC Adjunct Non-Benefited Appointment Form** Please submit to GSC Payroll at: GSC.Payroll@granite.edu at your earliest convenience and contact GSC Payroll separately to discuss WISE training for your new hourly hire and to set up your WISE timesheet approval responsibilities and proxy.

3. **I-9 Form** Send completed form directly to HR.
   - Note: completion of this document is key to your onboard process, creating the employee record, payroll record and system access for your new employee.
     - Submit completed I-9 form to Anne DuBois or Maggie Hyndman.
     - You can fax the form to the secure GSC HR Fax number at (603) 415-4158 but must provide the original I-9 form to HR for filing.
     - You can drop completed I-9 forms in the HR mail slot in Concord and alert Anne or Maggie that you have dropped off the form.

4. **Background Check:** Send new hire’s personal email address to Anne DuBois to start the background check process and remind new hire to expect an email request from HireRight.com. **Note:** the background review may take up to 2 weeks to complete.

5. **GSC Staff Change Form (New, Change of Position, Departure)**
   - Do Not Complete this step until HR has received completed I-9 form.
   - There will be a 2-week turnaround for requested IT services.
   - Please contact GSC IT if you need assistance when requesting your new hire’s system access and IT accounts.

6. **Direct Deposit** and W-4 withholdings are completed by new hire in WISE on or after their first day of work.

7. **Web Time Entry Instructions**
   - New Employee Payroll Training: Contact GSC Payroll to schedule training.
     - Employee Quick Reference
     - Approver/Proxy Quick Reference

Questions? Please contact Anne DuBois at: anne.dubois@granite.edu or by phone at: 603-513-1371