

Electronic Process for Hiring Temporary Camp Staff

1. Camp receives all hiring documents for applicant including I-9 and verifying documents
2. I-9 and verifying documents are completed at the camp and scanned to Cindy Lay either through vault or encrypted for e-verify
3. Cindy will e-verify and send verification document back to Camp
4. Camp will scan completed hiring packet and e-verify document after new hire /re hire form is signed by camp manager.
5. Workflow should be set up in docusign by the camps in the following order:
 1. Lela Moore for signature
 2. Cindy Lay for initials
 3. Deb Welch for signature
 4. Missy Kitts for signature
 5. hr@utk.edu copy of fully approved hiring form and all attached documents
 6. Cindy Lay copy of fully approved hiring form and all attached documents so she will know when it was sent to HR for keying.

This process will cut down on postage and be a faster way to get our employees in IRIS.

Draft Welch 02/09/2021