

## OIBR CHECKLIST for PI New hires

The OIBR's Checklist is intended to provide all the information needed for the OIBR administrative team to hire new employees.

**Please choose one of the following:**

- Student assistant (actively enrolled in classes 20/hr/wk/max)     
  Temporary (not enrolled in classes 40 hr/wk.max)     
  Graduate Research Assistant (actively enrolled in classes but be paid at least a 33.333% assistantship)     
  Staff

Employee Name	Employee Title	Employee email
Supervisor Name	Funding source	Department
How many hours (max)?	Hourly rate	Employee Start Date

**YES                      NO**

Is the employee in any other position?

Is the employee enrolled in classes?

Will the position continue into summer?  
(if yes, will the position need to switch to temp) YES    NO

Is driving a requirement?

Financial responsibility? (handle petty cash, etc...)

Will the employee be working with minors?

Will the employee be handling sensitive data?

If GRA, will the project pay tuition?

**Please list duties and/or responsibilities in the space provided below.**

Obtain signatures of supervisor and employee upon completion of all checklist items. The signed copy should be retained in the employee's personnel file.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_