

Subject: [OFFICIAL-L] Wright State Employment Processes
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WRIGHT STATE UNIVERSITY

HUMAN RESOURCES AND CAREER SERVICES

Wright State University hires a wide variety of employee types: from faculty and staff to student employees. Turnover and organizational changes over the past several years have resulted in many people being unfamiliar with our resources and respective processes. Because of this, we felt that an introduction and some direction might be helpful!

In order to hire (or rehire) any person, regardless of employee “type,” departments must ensure that appropriate processes are followed for us to be compliant with federal and state laws as well as university policies and procedures. For example, federal law states that Section 1 of the Federal Form I-9 **must** be completed **on or before** a person’s first day performing **any** work.

Our objective is to get all employees paid timely, accurately, and legitimately. In order to do this, all university personnel involved in the hiring of faculty, staff, or student employees must work with the appropriate department to complete the required processes before a person’s first day on the job.

If you have responsibility for employment processes, you are also responsible for compliance and communication with the appropriate department on campus.

Before you take any action to hire (or rehire) an employee, regardless of type:

- Confirm you have appropriate access to the systems that will allow you to promptly perform tasks (e.g., PeopleAdmin, Handshake, Banner Time Sheets, etc.).
- Learn processes to ensure compliance with respective laws, policies, and procedures. If you have questions or need guidance, don’t be afraid to ask—that’s what we are here for!
- Plan ahead. While we will work to move from posting to start date as quickly and seamlessly as possible, background checks, education verifications, onboarding, and other employment processes require time to turn around.

To confirm, learn, and plan ahead, contact the appropriate administrative office depending on the employee type you will be recruiting, hiring, supervising, and/or approving for time worked:

For faculty and staff employee types, contact Human Resources:

Email: human_resources@wright.edu

Website: wright.edu/human-resources then click on the Hiring & Managing links on the right

For student employee types, contact Career Services:

Email: career_services@wright.edu

On-Campus Student Employment Websites:

- [Job Postings & Student Eligibility](#)
- [Hiring Process](#)
- [While On The Job](#)
- [Separate, Terminate, Verify](#)

Thank you for your help in giving our new (or returning) employees a good experience regardless of whether they will be here for their entire career or just a semester while taking classes!

Emily Hamman
Associate Vice President and Chief Human Resources Officer

Cheryl Stuart
Director, Career Services

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