✉ = direct link to email

HUMAN RESOURCES

What can we help you with?

Time & Leave Adjustments

- Missed Punch
- Adjust leave in TMS
- Adjust leave from paper leave request

Email CVM HR cc: your supervisor ✉

Question on a Paycheck

Outline questions and provide as many details as possible

Email CVM HR ✉

Employment Verification

1-800-367-5690 Click for Brochure

Hire a Student/ Graduate Student

Complete & sign new student information form

Email completed form to CVM HR ✉

Set up appointment for student to complete paperwork w/ HR

Ensure New Employee To Do List is completed within one week of hire

Recruit for a Position

Receive approval through Department Head and Dean

Submit position description form, advertising locations and names of search committee members to CVM Jobs ✉

Screen applications and schedule interviews

Email CVM Jobs with candidates offered interviews and interview times ✉

Complete reference checks upon completion of interviews

Contact CVM Jobs when ready to offer position ✉

Send candidate offer letter, upon acceptance, send copy to CVM Jobs ✉

Candidate will be contacted by Jaci Begnoche to begin onboarding process

Send non-selection reasoning to CVM Jobs for all other candidates ✉

Payroll Funding Changes

- Grant: Email Grant Manager with requested change
- Non-Grant: Email Business Manager with requested change

FMLA

Email Jaci Begnoche ✉

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