

Temporary Employee (IP-1) Hiring Process

Please note: This process applies to IP-1 employees only who are hired on URI's internal payroll. Part-Time Faculty, Graduate Assistants, and other temporary employees with separately defined hiring processes should still follow those processes.

Submission Deadline: All requests must be received at least **two (2) weeks prior to the requested hire date** to allow sufficient time for review and processing.

Steps:

1. Complete the [Internal Payroll Hiring Form](#), which includes:
 - a. Uploading a completed [IP-1 Form](#)
 - b. Uploading a completed [Temporary Employee Notice of Terms](#)
 - i. Please submit once the form is completed and signed by the individual. HR will sign as the Employer Rep.
 - ii. Please provide the temporary employee a copy of this form after they have signed it.
 - c. Uploading a completed [USP-7 Form](#) if the individual is also a full-time URI State employee.
2. HR will initiate a background check, if required for the employee. Please remind your employee to check their provided email for an email from our background check vendor HireRight. IP-1 jobs will not be hired until the employee has completed their portion to initiate the background check.
3. For new employees or those with a break in service of more than one year, upload a completed I-9 packet no later than three business days from the employee's first day of work, including the Bar of Claims form and Drug-Free Workplace form to our [Internal I-9 submission portal](#).
 - a. For new employees, HR will use the I-9 to create an ID for your employee. You will receive an email from HR with that ID number.
4. HR will review all requests for hire and either complete the hire, or reach out if additional information or adjustments are required.
5. Due to the high volume of requests, you will not receive a confirmation of hire. Instead, you can monitor eCampus for the status of your hire.

If you have any questions, please reach out to our Internal Payroll team:
InternalPayroll@etal.uri.edu.