

## **Class 4 Casual or Seasonal**

### **New Hire Classification Instructions**

In order to create and fill a new Class 4 Casual or Seasonal position, the hiring unit must complete a [Class 4 Classification and Recruitment Form \(C4 CARF\)](#) and submit the request via the [Applicant Tracking System \(ATS\)](#). The form will be reviewed by an HR Consultant to determine the appropriate classification. Refer to the [Class 3 and Class 4 Employment Guidelines](#) and [website](#) for additional information.

The following steps should be followed:

1. Complete the *Class 4 Classification and Recruitment Form (C4 CARF)*. You may provide any additional information to assist the HR Consultant in determining the appropriate [job code](#).
2. Log into [ATS](#) and submit the C4 CARF, along with an organization chart. If the hiring unit has identified a candidate for the position, a copy of the candidate's resume or completed [employment application](#) must also be included in the attachments in ATS.
3. The request is electronically routed to UHR and assigned to an HR Consultant, who reviews the C4 CARF and either approves the position based on the information provided, or contacts the hiring unit for additional information. The resume is also reviewed to determine if the candidate meets the minimum requirements of the position.
4. Once the position is approved through [ATS](#), the hiring unit will receive email notification from the HR Consultant of the approval.
5. The hiring unit makes the offer to the candidate, issues the appropriate [appointment letter](#) and obtains the candidate's signature on the appointment letter.
6. The Immigration Reform and Control Act of 1986 requires us to certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to the candidate's presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) is an online process, and all new employees must present the required documents to your employing department, in person, within three days of your employment start date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from the candidate's Form I-9 to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a "Temporary Non-Confirmation (TNC)" of the candidate's eligibility for this job, the candidate will be

notified by the employing unit and given the opportunity to respond to USCIS within the required timeframe. If subsequent to a TNC on the candidate's case the E-Verify system gives Rutgers a "Final Non-Confirmation (FNC)" of the candidate's eligibility for the job, the candidate's employment in this position will be subject to immediate termination as required by USCIS regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website:

<http://www.uscis.gov/portal/site/uscis>.

7. Newly appointed employees are required to review the Rutgers Code of Ethics and the Rutgers Plain Language Guide to Fundamental Ethics and Conflicts Rules which may be accessed at <http://ethicsru.rutgers.edu/> and print and sign the Receipt and Acknowledgment of the Rutgers Code of Ethics form available at the University Human Resources website at <http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf>. The signed form must be returned to the Ethics Liaison Officer & Compliance Manager at the Office of the Vice President and General Counsel, Winants Hall, 7 College Avenue, New Brunswick, NJ 08901.
8. The hiring unit's HR Preparer then hires the employee through the [Human Capital Management \(HCM\)/Payroll](#) system by accessing "Manager Self Service," "Template-Based Hire" and selecting the option for *Class 4 Casual/Seasonal Hourly Employees Template*, attaches the appointment letter and submits for processing.
9. The HCM Unit from UHR will review and process the action as appropriate.