

## PCSU Non-Recruited Process (\*1-3 weeks)

### How to hire a non-recruited hire (e.g. temps, student, intermittent)

1. Find someone (projects may use external postings). RCUH will not post for non-recruited hires. PCSU can post on their website.

**Completed**

2. Submit **(a) PCSU non-recruited hire request form, (b) updated resume, (c) one job-related supervisory reference check, and (d) any attachments required** (as indicated on the form) to PCSU HR. To avoid delays, please send everything together in one email. Contact us if you have questions regarding the reference check.

**Completed**

3. PCSU HR will review and submit to RCUH HR, who will then review. If OK, they will send your non-recruited hire instructions via email to complete their online documents.
4. PCSU HR will notify the project of this. For projects not located on Oahu, they will need to coordinate with the non-recruited hire to complete the I-9. Please inform PCSU HR so we can assist with the I-9 before the non-recruited hire leaves your office. **If the I-9 is filled out incorrectly, you will have to complete it over again.**
5. Once the non-recruited hire submits their online documents, RCUH HR will review their online documents, My COVID-19 Data App compliance, and I-9. If everything looks OK, RCUH HR will approve.
6. Non-recruited hire will receive a hire confirmation email from RCUH HR. PCSU HR will forward the hire confirmation email to the project. **The non-recruited must receive the official hire confirmation email from RCUH HR in order to start.** They may NOT start without this.

#### Things to remember:

- As of 10/1/2022, the minimum hourly pay is \$15.96/hr.
- If you are hiring a temp, please list the MINIMUM FTE (if under 100%) this person will be working. At 75% FTE and above, RCUH HR will offer medical upfront because it is assumed the temp will work at least 75% FTE, so they must maintain 130 hours/month to be eligible for medical.
- If you are hiring a temp that was previously a temp with any other RCUH project within the same calendar year, you may not be able to re-hire them. Example: If someone was a temp for CTAHR under RCUH for 20 weeks, they have to wait one whole year before PCSU can pick them up as a temp.

\*Approval time could vary depending on how long it takes for the employee to complete their online documents, and completion of the in-person I-9.