

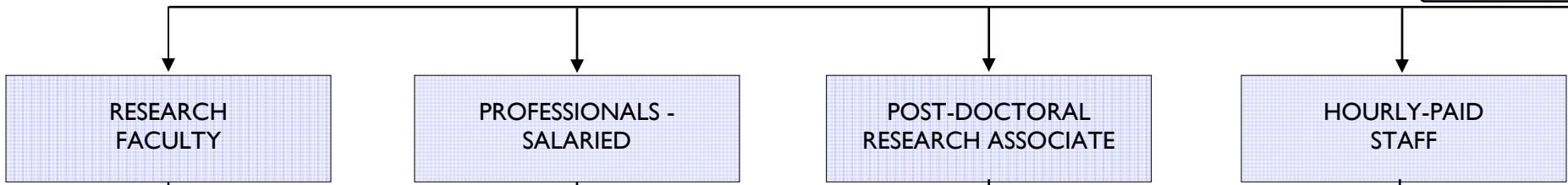



# Sponsored Research Guides (Key Points and General Information)

 **Confirm** classification and salary/wage range of new position. Salary/wage should have been made at the time the position is created. For more information, visit [www.umaine.edu/hr/contacts.php](http://www.umaine.edu/hr/contacts.php). If there is currently an open position, you may need to update the position in PeopleSoft.


 All positions at UMaine require a position number and a PeopleSoft accounting id from which salary/wages will be paid.

## Position Classification



 Post-Doc appointments are governed by criteria outlined at: <http://www.umaine.edu/eo/search/postdocs.htm>.

 Complete Request to Fill (RTF) available at: <http://www.umaine.edu/hr/forms/alphalist.htm#R>.

 Routing for approval:

- Chair/Supervisor
- Dean/Director
- VP
- Provost
- HR

 Follow procedures detailed in the Office of Equal Opportunity (EO) *Search and Selection Guide* available at: <http://www.umaine.edu/eo/searchinfo.htm>.

For Faculty, Post-Doc and Professional positions complete and forward to EO the following:

- Request to Fill (RTF) available at: <http://www.umaine.edu/eo/search/initiate.htm>;
- Recruitment Strategy Form or Search Waiver Form found at: <http://www.umaine.edu/eo/forms.htm>;
- Draft Job Announcement, guidelines at: <http://www.umaine.edu/eo/search/initiate/draft.htm>;

For Faculty only also include:

- Faculty Position Replacement Form available from the Provost's Office:

# Post-Award Hiring Process (Information About Hiring Labor on a Grant)

Classification (a determination of the employee's classification and salary proposal was written). Contact HR for Assistance: <http://www.umaine.edu/hr/forms/alphalist.htm>. If you are hiring an employee in the position, go directly to *Preparing a Budget*.

Identify a 10-digit pay code corresponding, on the budget side, to a position that will be paid. FMI contact your department financial manager.


## Classifications

TEMPORARY STAFF

 Complete Temporary Professional Employment Appointment Form for professional staff, or Temporary Classified Employee Request Form for classified employee. Both forms available at: <http://www.umaine.edu/hr/forms/alphalist.htm>.


 Routing for approval:  
- Chair/Supervisor  
- Dean/Director


GRADUATE ASSISTANT

 Information about Grad Assistants can be found at the Grad School website: <http://www2.umaine.edu/graduate/FAQ/#Assistantships>.


 Contact your program's Graduate Coordinator or the Graduate School Office for help on recruiting and hiring Graduate Assistants.


STUDENT EMPLOYEE

 Contact Office of Student Employment <http://www.umaine.edu/studemp/content.asp?id=9> to obtain approval for, and to post a student position.


 Link: Employer application and Student Authorization Form <http://www.umaine.edu/studemp/content.asp?id=5>.

INDEPENDENT CONTRACTOR/CONSULTANT


 Review Independent Contractor/Consultant (IC/C) guidelines online at: <http://www.umaine.edu/hr/toolkit/indep.htm>.


 Quick test on two common criteria:  
1. A potential IC/C who has been paid as an employee by the University of Maine System in this calendar year, does not qualify for independent contractor status.


• Faculty Position Replacement Form available from the Provost's Office,  
For Professional and Post-Doc positions also include:  
• Draft Job Description, guidelines at: <http://www.umaine.edu/eo/search/initiate/description.htm>;  
• Pre-employment Health and Safety Checklist available at: <http://www.umaine.edu/hr/forms/alphalist.htm>;  
For Professionals only also include:  
• Position Description Questionnaire available at: <http://www.umaine.edu/hr/forms/toolkit/index.htm>;  
For Post-Docs only also include:  
• Postdoctoral Research Associate Appointment Form available at: <http://www.umaine.edu/eo/search/postdocs.htm>.


 Upon receipt of RTF, HR will contact you regarding posting, searching and hiring: <http://www.umaine.edu/hr/contacts.php>.

 The Office of Equal Opportunity will guide you through the process to announce, conduct, and conclude the search, following detailed information at <http://www.umaine.edu/eo/searchinfo.htm>.


 Link: Once the search is completed, EO and HR will inform you which forms are needed to appoint the selected candidate. Professional, Faculty and Post-Doc Appointment Forms, and the Request to Hire Above First Quartile Form can be found at <http://www.umaine.edu/hr/forms/alphalist.htm>.

 Routing for Approval:  
- Chair/Supervisor  
- Dean/Director  
- VP  
- EO  
- Provost


 HR will seek the following approvals, as required:  
• President (if salary ≥ \$65K or Faculty)  
• UM System (if professional above 4th quartile of SECCP Salary Band)  
• Chancellor (if ≥ \$90K)


 Links:  
HR: Employee background checks: [http://www.umaine.edu/hr/background\\_checks/background\\_check\\_guide](http://www.umaine.edu/hr/background_checks/background_check_guide)  
Payroll: (*employee to complete*) Individual Data Direct Deposit <http://www.umaine.edu/hr/for>


- VP  
- Provost  
- HR

 HR may ask you to complete the Pre-Employment Health and Safety Checklist <http://www.umaine.edu/hr/forms/alphalist.htm>.


[www.umaine.edu/hr/forms/lines.htm](http://www.umaine.edu/hr/forms/lines.htm).  
Sheet, I-9, State and Federal W4s, and [forms/payroll/index.html](http://www.umaine.edu/hr/forms/payroll/index.html).


 Link: Grad Assistant Appointment Form: <http://www.umaine.edu/hr/forms/alphalist.htm>.

 Routing for approval:  
- Dean/Director  
- Grad School  
- HR

 Routing for approval:  
- Chair/Supervisor  
- Office of Student Employment  
- HR

contractor status.  
2. A position which performs function that the University pays employees to perform is not eligible for IC/C status.

 Forward completed Independent Contractor/Employee Status Determination Form to HR. Form online at: <http://www.umaine.edu/hr/forms/alphalist.htm#1>.

 Link: Personal Services Contract procedures and form at: <http://www.umaine.edu/purchasing/staffinfo.htm>.

