

These guidelines are intended to help you hire personnel to support your research project.

TYPES OF EMPLOYMENT	OBJECT CODE	PAY CLASS	Explanation of Code/Class	Fall/Spring	Summer
Regular (in-house)	5102	100	Salary, full benefits	CREDIT HOURS	
	5102	300	Hourly, full benefits		
Regular (full-time)	5190	100	Salary, full benefits		
	5132	300	Hourly, full benefits		
Post-Doctoral Research Assoc.	5195	500	Salary, full benefits		
Graduate Research Asst. (GRA) Appointment	5130	200	Salary, no benefits	6 Hrs.	3 Hrs.
Casual (Student) (CASUG, CASGRA)	5131	400	Hourly, no benefits	6 Hrs.	3 Hrs.
Temporary Tech/Off/Prof (Hourly)	5133	400	Hourly, 11% retirement		
Temporary Tech/Off (Hourly)	5134	400	Hourly, no benefits		
Temporary Prof (Hourly)	5191	400	Hourly, no benefits		
Temporary Research Scholar, Visiting Scholar (Salaried),	5192	200	Salary, no benefits		
Faculty	5120	200	Salary, no benefits		

RECRUITMENT

Procedure:

Regular Full Time Employment: To competitively recruit a full year's salary and fringe benefits must be budgeted.

- Requires 10 day posting on ODU Research Foundation website, Virginia Employment Commission and ODU Purple Briefcase. Recruitment activities are typically 6 months or less. Posting(s) are on designated websites a minimum of 10 days to 90 days maximum.
- Interviews are set by the hiring manager. Interview evaluations must be completed on all candidates interviewed. Interview evaluations need to be reviewed by HR prior to an offer of employment. Our commitment to a diverse workplace and Affirmative Action, requires all applicants are reviewed without regard to race, color, religion, sex, national origin, physical and/or mental disability, genetic information, age, protected veteran status or any other basis protected by applicable federal, state or local law.
- Selection: Offer letters are provided by Human Resources. Details of the offer must be agreed upon before any verbal offer is extended.

Student positions: This is a selection process, without posting, for student positions. Work hours must not exceed 20 per week. Pay must follow the ODU Student Wage Scale (Attached). New hire paperwork must be completed and submitted to RFHR@odu.edu by the student.

Original I-9 must be submitted with original documents.

International students who are new to the Research Foundation must complete new hire paperwork through the ODU VISA office. <https://www.odu.edu/visa>

Previously employed student of the Research Foundation within the past 24 months:

- An ePAS (electronic payroll authorization) must be submitted prior to the 1st day of work. The project number, job title, rate of pay, budget and period of performance will be needed.
- Timesheets (if hourly paid) are submitted electronically and will require supervisor approval.
<https://hera.odurf.odu.edu/TimeSheet/>

Temporary New Hires

- Competitive recruitment is not required **except** when the possibility of full-time employment exists.
- PI or Fiscal Tech will need to create and submit an ePAS for the employee before the ePAS deadline
<http://www.researchfoundation.odu.edu/news/epayrollauth.html>
- If the hire is new to the Research Foundation, they will need to complete new hire paperwork and scan to RFHR@odu.edu

Temporary Returning Hires

- If the employee has worked within the past 12 months, please create, and submit an ePAS.
- If employment lapse is greater than 12 months direct the employee to <http://www.researchfoundation.odu.edu/forms/forms.html> to complete tax forms, direct deposit forms and any changed information.

ALL New employee(s):

- New Hire paperwork must be completed prior to the 1st day of work.
<http://researchfoundation.odu.edu/forms/forms.html>
- Research Foundation Portal <http://www.researchfoundation.odu.edu/news/epayrollauth.html>
- An ePAS (electronic payroll authorization) must be submitted prior to the 1st day of work. The project number, job title, rate of pay, budget and period of performance will be needed.

Work is only authorized when the required documents are complete and received.