

New Hire Request Instructions

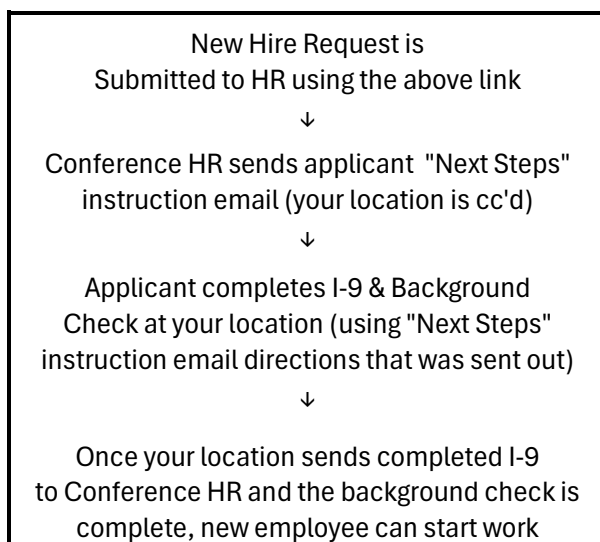
Your location is ready to hire a new locally-funded employee (LFE) that is NOT a current employee of the Oregon Conference.

All the Information we need can be entered using the link below.

1. Select the “**Locally-funded**” option in the Job Details section of the form. If you don’t have a phone number yet for the applicant, just enter “000-000-0000”.

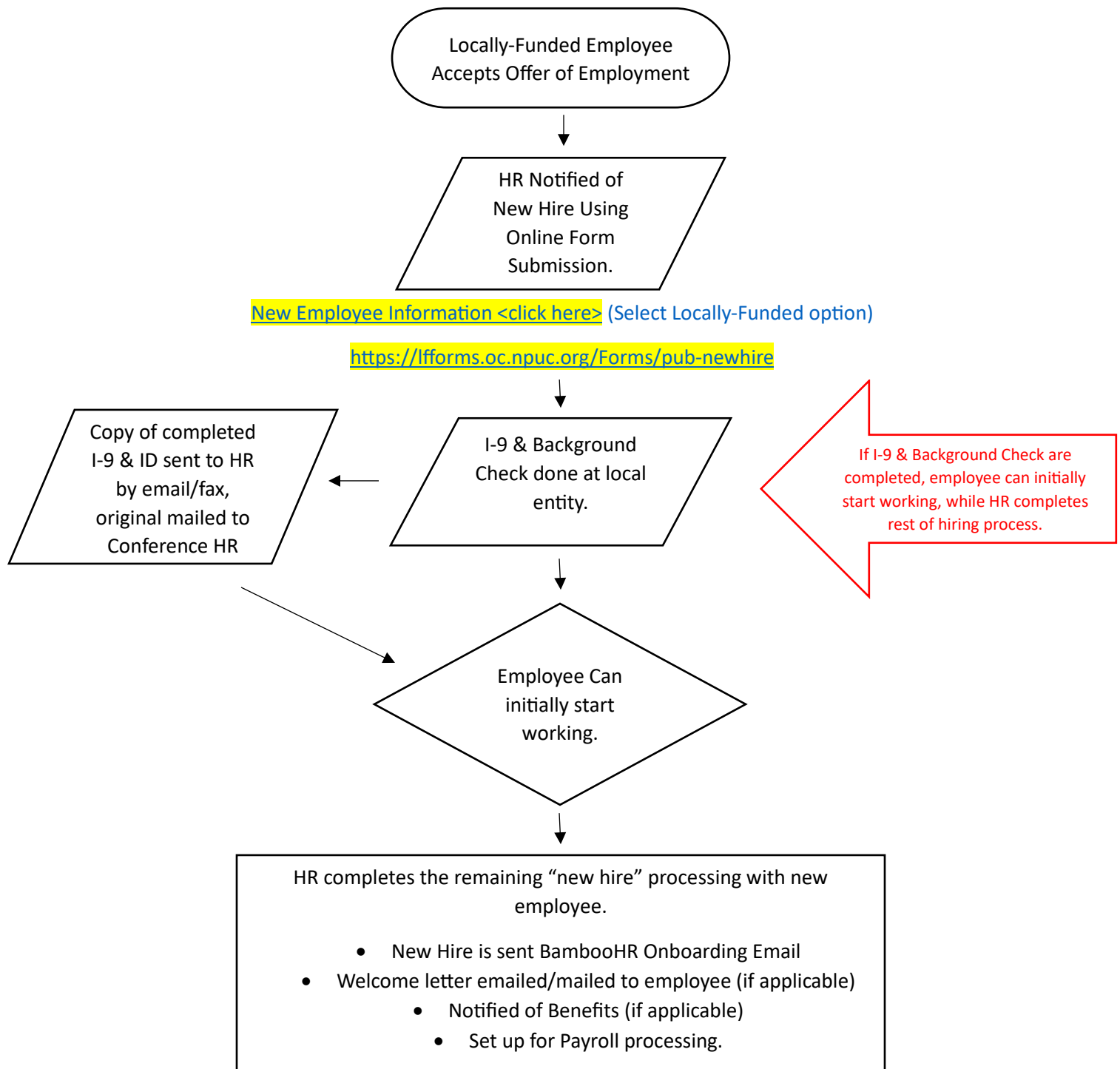
Complete the rest of the form. Once HR gets this information, they will go over the next steps with this person. They **cannot** start working until they have finished processing with Human Resources. You and the applicant will both get an email from HR with “next steps” instructions after you submit your information using the link above.

To submit a request to hire a **new** locally-funded employee, use this linked form: [New Employee Information <click here>](#)



New Hire/Applicants **CANNOT** start working before the I-9 and Background Check are completed. NO EXCEPTIONS!

New Hire Process



DEADLINES: Any online new hire form submissions and I-9 copies received after the 20th of each month may not be processed for that month. Anything submitted after the 20th may be processed on the next payroll cycle.