

Hiring Requirements

- Request a [background check](#).
- Upon receipt of background check results email, complete the [BECR Faculty Form](#) (Benefited Employee Change Request Form).
- Register new employee for Arriving at DU. Human Resources will send an email to the new employee the Friday before the session with details regarding the session. Submit an email to employeeservices@du.edu with:
 - Employee Name:
 - DU ID#:
 - Hire Date:
 - Benefited or Non-Benefited?
 - Department:
 - Job Title:
 - Email Address:

IMPORTANT: If an employee is unable to attend Arriving at DU on their first day, the employee must contact Human Resources at employeeservices@du.edu or 303-871-7420 to make an appointment to **complete the new hire paperwork PRIOR to starting work**. This includes the I-9 and W-4 form. Additional information will be provided to the staff member to complete additional action items in webCentral (confidentiality agreement, patent agreement, etc.)

NOTE:

- Human Resources will register benefited faculty for orientation part 2, Thriving at DU, which occurs the second Wednesday of every month from 10:30am – 12:00pm in University Hall, Room 306.
- Employees have 30 days from their date of hire to enroll in benefits.