

Unique Hiring Circumstances FAQs for IAS/AS-FTT

I want to hire someone who currently works at another UW institution. What do I do?

If they:

- currently have a 1.0 FTE, please submit an [inter-institutional agreement form](#)
- currently have less than a 1.0 FTE, they will need to be hired as a new employee through PageUp. Hiring paperwork such as an I-9, W-4, and direct deposit must be submitted

*If you are unsure if the person is currently employed in the UW System, complete the [employee/independent contractor determination questionnaire form](#)

I want to hire someone who currently works at UWO but has never worked in my department. What do I do?

If they:

- currently have a 1.0 FTE and the job duties are similar to their current job duties, then an overload payment on a [personnel transaction form \(PTF\)](#) is appropriate
- currently have less than a 1.0 FTE or the job duties are different than their current job duties, a new position must be created through PageUp and a separate contract will be issued

I want to hire someone who previously worked at UWO. What do I do?

If they:

- worked in your department previously in the same role, they may be rehired through PageUp
- worked on campus, but not in your department or in the same role, they need to be hired as a new employee through PageUp