

Process to Request a STEPS Employee

Updated 3/12/2025

Overview:

The following process is to be followed for requesting a STEPS employee through UK temporary employment.

Process

1. The Program/Supervisor requesting a temporary worker shall seek approval from Assistant Dean of Finance and Administration. Once the request is approved, please send an email to the Director of HR with the following information:
 - Job Title
 - Department Number
 - Department Name
 - Salary
 - If an internal candidate is being considered, contact information for that candidate
 - Work Hours (Full Time or Part Time)/Shift
 - Job Summary
 - Anticipated length of assignment
 - Supervisor Name
 - Cost Center
2. Once the email is received, the HR Director will put in the request through STEPS.
3. If a predetermined candidate has been selected, the STEPS office will contact the individual to initiate the onboarding process.
4. If there is not a predetermined candidate, a job posting is required. The STEPS office will post the position to the UK jobs website. The STEPS office will send the login information related to IES to the supervisor to allow access for reviewing candidates. It will be the program/supervisor responsibility to choose the employee through a formal interview process.
5. For an externally hired candidate, once the candidate is selected, please send the name to HR Director to begin the onboarding process with STEPS.
6. If the employee has never worked for the University before, or they have been separated for longer than one year, they must complete the onboarding process with STEPS. (some exceptions apply) This will include a new employee orientation, background check, drug screen, and I-9 paperwork. Depending on how long it takes the employee to complete these requirements, it could push back the start date. An employee may **not** begin to work until all onboarding requirements are met.
7. STEPS will provide information related to activation of linkblue, fieldglass user name, payroll information set up and required trainings.
8. The temporary employee will report to the supervisor named in the request form submitted. The supervisor will be responsible for approving work hours on his/her timesheet bi-weekly in Fieldglass.

Resources:

[Fieldglass Resources for Employees and Supervisors](#)