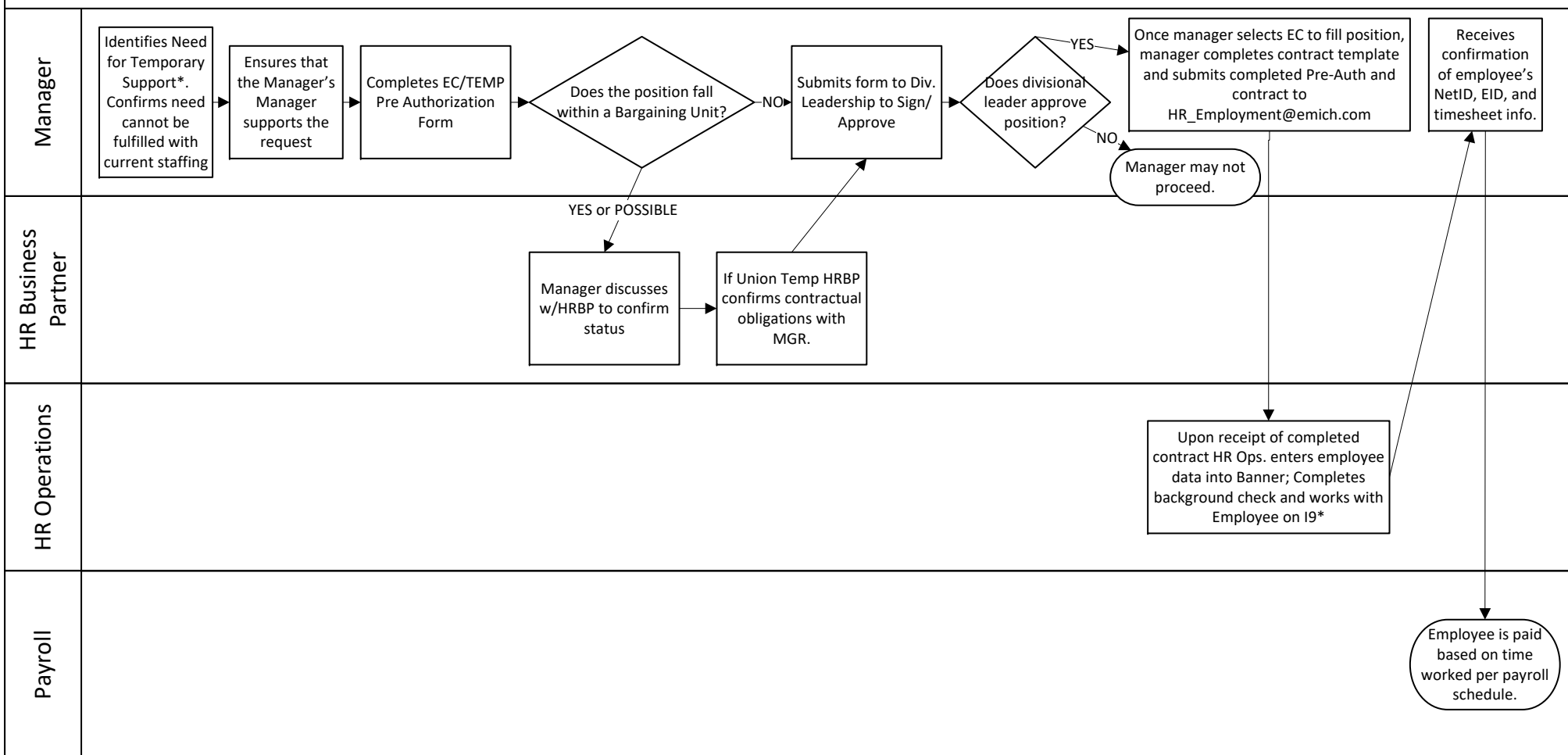


# Simple Process Overview- EC/Temp Headcount Request



**\*NOTE: An EC/TEMP may NOT commence employment until ALL of the following occur:**

- The position that the potential EC will fill must be approved by the divisional leader and the pre-authorization must be fully executed by leadership;
- Once the position is approved, and an EC contract must be fully approved/executed; AND
- The background check is completed as verified by UHR.