

University Staff Temporary Employee Hiring Process

1. Complete "University Staff Temporary Appointment Request" form and submit to hrstaff@uwex.uwc.edu or fax to 608-265-5247. Please note that this form requires budgetary approval, hence the signature line for that individual.

Ideally, this request form should be accompanied by a position description (PD). If the duties are short enough to list in the appropriate field on the form that is fine. Please avoid a lengthy description in that field as this will create a plus sign that signals there is more data in the field than is visible without scrolling down; this will not show when we print the form which is problematic.

The purpose of this form is for HR to review the PD/job duties to verify the correct job code/title and the pay range available to the hiring manager and also to verify if the position in question should in fact be a Temp Staff position or something else entirely. This should be done prior to advertising the open position and prior to a hire being made. This is to prevent errors in titling and to provide clarity for hiring managers on available wage options. Temporary Staff can be paid anywhere from the current Federal Minimum Wage up to the midpoint of the appropriate pay range. If there is a desire to hire above the midpoint of the pay range, approval needs to be sought from Jason Beier, Assistant Vice Chancellor for Human Resources.

The other critical part to this form is the intended hire. HR & Benefits need to evaluate prospective employees for prior or current service to verify any impact in this area. Prospective employees with prior/current service may qualify up front for WRS which is not necessarily typical for Temp Staff positions. This in many cases will not be an intended consequence of the hire, thus the employee may be negatively impacted by this (virtually no net pay left after having deductions taken out).

Policy reference for University Staff Temporary Employment:

<https://www.wisconsin.edu/ohrwd/download/policies/ops/hr7.pdf>

https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/hr/UP-S-OP-HR-7-Comparison-of-Classified-and-University-Staff-Temporary-and-Project-Provisions.pdf

2. HR reviews, completes, and returns "University Staff Temporary Appointment Request" form to appropriate staff member at campus/division. You will note that the official title is now verified and the corresponding pay range options to choose from.

HR will advise accordingly if a Criminal Background Check is needed at this time. The background check can definitely be initiated prior to this if necessary. Please check with your HR Contact and or Angela Schultz.

3. Supervisor and Employee complete “University Staff Temporary Appointment Agreement” form and return to HR. Please note that this form also requires budgetary approval and the appropriate funding string. This form should be viewed as a contract between the employee and employer, thus they are aware & agreeing to the start & end date of the appointment, wage, and policy relating to a University Staff Temporary Appointment.

Appropriate new hire paperwork can/should also be completed at this time. This paperwork will likely include direct deposit, W4, I-9, self-identification forms, etc. This can all be faxed to the HR Office at 608-265-5247. Fax is necessary for any forms containing social security numbers and or banking information.

4. Multiple Temporary Staff Appointments (referred to as concurrent temporary staff appointments) – hiring an employee to concurrent Temporary Staff appointments is possible. Please refer to section “A (2)(a)” in the policy link above to review the factors to be considered when should this situation present itself.
5. Recruiting – it is not necessary to recruit for a Temporary Staff position. Should you want to post a vacancy announcement for a Temporary Staff position, please contact the HR office to explore that option.
6. Extending a Temporary Staff Appointment – contact your appropriate HR Assistant to discuss what is needed in this situation.