

Process to Hire/Renew a Temporary Staff Employee

The Office of Human Resources (HR) assists departments in filling temporary employment needs when the following circumstances occur:

- Temporary absences of regular employees due to vacation or leaves.
- During the recruitment of vacant permanent positions.
- When additional help is needed during peak or seasonal time periods, and on special projects.

Important Information Before Getting Started:

- ❖ All new temporary employee hires, including the Temporary Authorization, will be completed in the upgraded ***AppState Careers***.
- ❖ A successful Criminal Background Check and an approved Temporary Authorization are required prior to employment.
- ❖ The selected candidate must not be permitted to begin employment until the hiring department has received approval from Human Resources.
- ❖ Temporary employees cannot work more than 12 consecutive months for the University. Individuals must be terminated after 12 months of employment and cannot be rehired by the University, in any department, for at least 31 consecutive calendar days.
- ❖ Temporary positions are generally non-exempt. Non-exempt temporary employees must be paid on an hourly basis and overtime must be paid for any hours worked over 40 hours in a workweek.
- ❖ Hiring Departments can hire multiple candidates from the same posting if each hire is being paid from the same account. If the temporary employee is going to a different position or a different department, then a new posting is required.
- ❖ Hourly rate of pay must be equitable and have a direct correlation to the level of work.
- ❖ Health Insurance: Due to the Affordable Care Act, temporary employee may qualify for health insurance. Please contact Benefits for more information.
- ❖ Onboarding: The new employee must complete employment forms, including the Employment Eligibility Verification (Form I-9). [I-9 documents](#) must be submitted in person to a member of the Office of Human Resources.
- ❖ New Temporary Employees should attend New Employee Orientation. <http://hrs.appstate.edu/faculty-staff/orientation> ❖

Information and a resource guide for temporary employees are [available here](#).

Where to Start in Hiring/Renewing a Temporary Position

1. Once you have identified a temporary need, there are two ways to fill your temporary position.
 - a. **External Posting** (Post on Applicant Site): Post your temporary vacancy through ***AppState Careers***. Posting is recommended for specific or specialized job functions. All approved temporary staff vacancies can be posted for a set number of days or can be designated "Open Until Filled" for recurring and/or frequently requested temporary staffing needs, or for difficult to fill positions. A Closing Date can be assigned which will remove the posting the following day. Postings are accessible to the public at: www.jobs.appstate.edu. Hiring Departments will be given access to review applications, which can be reviewed as soon as applicants apply. Interviews can be scheduled as soon as qualified applicant(s) are identified. Hiring Department proceeds with the selection and hiring process. Multiple temp hires can be hired from the same posting as long as they are being paid out of the same Fund Number.
 - b. **Internal Posting** (Does Not Post on Applicant Site): HR-Employment will manage on-going Applicant Pool(s) in several occupational categories (Administrative Support, Information Technology, Trades, Services) where applicants are not applying to a specific temporary need but are interested in temp work. Hiring Departments can request HR- Employment to copy a number of desired applications into a specific department's Internal Temp Posting. The Hiring Department proceeds with the selection and hiring process.

Note: Hiring authority may direct interested candidates to any such vacancy notice within the advertised recruitment period.

2. To Renew a Temporary Employee for the same assignment, if the posting is still active (Open Until Filled) the Search Chair can change the applicant's status from Hired to "Recommend for Hire" and begin a renewal Temporary Authorization.

To Rehire a Temporary Employee that has had more than a 12 month break, contact HR-Employment with the posting information and applicant's name to request the reactivation of the application. Once the application is reactivated, the applicant will receive an email to recertify their application. The applicant is instructed to log into the **AppState Careers** applicant site and locate the position under "Your Application", click on "Application" to update, if necessary, and recertify their application. The Hiring Department proceeds with the same process as when selecting and hiring a new Temp employee.

Step-By-Step Procedures: [User Guide](#)

1. Create a New Temporary Posting or Renew a Temporary Posting:

- a. Log in to www.jobs.appstate.edu/hr and select appropriate User Type.
- b. Select "Create a New Temporary Posting".
Choose "Create from Position Type" (blank template) or Choose "Create from Posting" (pre-populated former posting) from a previous posting.
- c. Enter the posting details and then select "External" for the temporary posting to go out on the Applicant Site so applicants can apply. Or select "Internal" to not have your temporary posting on the Applicant Site. Request HR-Employment to copy qualified applications from the Applicant Pools into your temp posting.
- d. Submit directly to Human Resources to post.
- e. Begin reviewing applications as soon as applicants apply as "Search Committee Chair" User Type.
- f. The hiring authority notifies Human Resources of selection, via the AppState Careers portal. The hiring authority moves final candidate's application to the "Recommend for Hire" workflow state, prompting HR to check if candidate needs to complete a criminal background check.
- g. If Human Resources determines CBC is required, Human Resources will change candidate's workflow state to "Recommend for Hire (CBC required)". This action will send the automated email to the candidate, notifying them that CastleBranch, our third party vendor, will be sending a separate email with a link to a secure website where finalist completes the background check process online.
- h. The candidate submits the online request to Castlebranch. (Results are generally available online within 2 to 5 business days. Multiple state checks and international checks may take longer). The Office of Human Resources requests candidate's timely completion of the request in order to prevent delays to the consideration process.
- i. Once the applicant(s) is changed to "Recommend for Hire" a Temporary Authorization (Hiring Proposal) can be started. Choose the higher user type in order to submit to the appropriate level up.
- j. Complete the Temporary Authorization and submit forward for approvals.
- k. A system generated email will be sent once "All Approvals are Obtained" and an offer can be extended.
- l. Advise the selected candidate to complete employment forms in the Onboarding portal and to report to the Office of Human Resources submit their I-9 documents, preferably by no later than the first day of employment. Please note below: Completion of Employment Forms.

2. To Renew a Temporary Employee for the same assignment:

- a. Renewal of Temporary Employee within one year of last day worked:
- b. Go to the Posting as Search Chair User Type and locate the appropriate applicant and change the status from "Hired" to "Recommended for Hire".
- c. Proceed with steps e. through l. above.

The renewed temporary employee will not need to complete employment forms unless updates are necessary. A new I-9 is required if temporary employee has not been employed at ASU in the past year or does not have an I-9 on record. A new Criminal Background Check is not required as long as the temporary employee has a satisfactory background check on file and has been employed within the past year. A new Criminal Background Check is required if a background check is not on file or if it is on file and the employee has not been in active pay status within the past 12 months.

Additional Guidelines

A. Completion of Employment Forms

Appalachian State University utilizes an online Onboarding System which enables employees to easily complete employee documentation. The new temporary employee must complete the new employment forms, including the Employment Eligibility Verification (Form I-9) within three business days of their appointment. Human Resources will notify the new and renewing temporary employees if they have employment forms awaiting them in the onboarding portal, including instructions on how to login. The employee's I-9 documents must be submitted in person to a member of the Office of Human Resources unless otherwise directed to do so within **three (3) days of employment**. Completion of these employee receives a paycheck in a timely manner.

B. Entrance into Banner System

When HR has received the new employment forms the new employee will be entered into the Banner payroll system and a Banner number will be issued. At this point the temporary employee can be issued Parking Permit, AppCard ID, and computer access (if applicable).

C. Length of Employment

Temporary employees cannot work more than 12 months for the University. Individuals must be terminated after 12 months of employment and cannot be rehired by the University, in any department, for at least 31 calendar days.

D. Unauthorized Employment

Any extension of temporary staff employment assignment requires submission and approval of a Temporary Authorization. If a temporary employee is permitted to work beyond the specified assignment end date, this constitutes unauthorized employment. In these circumstances, the responsible supervisor may incur disciplinary consequences for such action.

E. Payroll Information

Temporary employees are paid bi-weekly, (on the 15th and the last working day of the month), on an hourly basis, and are required to document their hours electronically on Web Entry.

All Temporary Staff Employees are required to participate in the [Direct Deposit program](#) (pdf - 593KB).

F. Parking

Temporary and part-time employees – Payment must be made in full by cash or check at the time permit is purchased.

G. AppCard ID

AppCards are issued to employees on their first day of employment. Employees must present an AppCard (Photo ID) Request Form available from the Office of Human Resources or the AppCard Office and employment will be verified. Dependents of temporary employees are not eligible for AppCards and the associated privileges.

H. Express Account

The Express Account is an optional account that may be set up for an employee's convenience. This account allows you to purchase goods and services all across campus with your AppCard. Express Accounts cannot be used off campus and funds cannot be withdrawn as cash. This account is available to all employees, including temporary employees. It works just like a debit card, and you can deposit additional funds at any time either in the AppCard Office or online. Temporary employees are not eligible for payroll deduction with the Express Account function, instead temporary employees must pre-pay their account and deposit additional funds as they wish.

I. Use of Fitness Facilities

Temporary employees must pay direct at the AppCard office for facility use at a rate of \$20.00 per semester. Family/dependent facility use is not available for temporary employees. You may contact University Recreation at 262-2100 for further information about these facilities, their hours of operation, etc.

J. Termination of Employment

If temporary employee's assignment ends on the End Date indicated on the Temporary Authorization, a Separation Notice is not required. However, if you terminate the temporary employee's assignment prior to the End Date, complete and submit a Separation Notice to the Office of Human Resources. A new Temporary Authorization must be approved before the employee can be re-hired.

- Temporary staff employees are designated as "at will" and, as such, may have their employment assignment terminated at any time at the discretion of the department. If a decision is made to terminate the employment assignment prior to the date specified on the Non Student Temporary Authorization, any such decision must be coordinated closely with the Office of Human Resources.
- Any termination decision based on the employee conduct and/or performance issues must be coordinated with an Employee Relations in the Office of Human Resources prior to any formal communication with the temporary employee to ensure the appropriateness of the proposed action.