Midwestern State University

Human Resources

How to Hire a Temporary Employee

March 2012
Steps to Follow

- Give the new employee the New Employee Instructions for Students, Temps, and Adjuncts
- Instruct the employee to report to Human Resources within three days
- Complete the Electronic Personnel Action Form (EPAF)
New Employee Instructions For Temps

- Enter the temp’s name and department & account No.

- Enter the date of the employee’s first Active worked paid status

- Enter the I–9 completion deadline date
  - 3 business (work) days from the first day of actual work
New Employee Instruction For Temps (cont.)

- Inform temp to take their documents to verify eligibility for work to HR by the deadline or they will be terminated

- Provide temp with the list of acceptable documents for the Form I–9
Remember...

- The employee must report to Human Resources within three days of their start date.

- If the employee fails to report to HR within three days, it may result in termination.
In Human Resources, the employee will...

- Complete the Form I–9, Employment Eligibility Verification, and Provide acceptable Supporting Documents
  - (*The Form I–9 instructions contain a full list of acceptable documents.)
    - Appropriate documents may include one item from List A:
      - List A: US Passport, Foreign Passport w/ I–94 Insert, Permanent Resident Card
    - Or, one item from List B and one item from List C:
      - List B: Driver’s License, School picture ID
- Provide original Social Security Card – Employees must show their SS card to Human Resources even if they choose not to use this card to complete the Form I–9. If they do not have a Social Security card yet, they need to bring their SS card to Human Resources as soon as they receive it. An employee’s name for payroll and student records will be exactly as it appears on his/her Social Security Card.
- Sign and receive a copy of the Data Security Agreement and Statement of Responsibility
- Receive the Packet of Legal Notices for All Employees
- Complete the Employee Disability Declaration Form, TRS Questionnaire, Background check form and Release of Personal Information Election Form
Complete the **Electronic Personnel Action Form (EPAF)**

- Hire Part Time Hourly Temp, HRTPT
- Rehire/Chg Part Time Hourly Temp, STATTP
- Hire Full Time Hourly Temp, HIRTFT
- Rehire/Chg Full Time Hourly Temp, STATU3
- Hire Temp Monthly Employee, HIRETM
- Rehire/Chg Temp Monthly, STATMN

*Instructions on how to complete a EPAF can be found [here]*
Temporary Employees can typically work no more than 19 hours per week.

If the department chooses to work the employee more than 19 hours per week, it can be for no longer than 60 days in a year.

Temporary employees will normally be paid an hourly rate unless the payment is a one-time stipend for services.
<table>
<thead>
<tr>
<th>Description</th>
<th>EClass</th>
<th>Job Class</th>
<th>Position Class</th>
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<tbody>
<tr>
<td>Clerical Temp Staff – Hourly</td>
<td>T1</td>
<td>7002</td>
<td>T4000</td>
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<tr>
<td>Clerical Temp Staff – Monthly</td>
<td>T3</td>
<td>7000</td>
<td>T4001</td>
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<tr>
<td>Professional Temp Staff – Hourly</td>
<td>T1</td>
<td>7005</td>
<td>T3000</td>
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<td>Professional Temp Staff – Monthly</td>
<td>T3</td>
<td>7004</td>
<td>T3001</td>
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<tr>
<td>Maintenance Temp Staff – Hourly</td>
<td>T1</td>
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<tr>
<td>Maintenance Temp Staff – Monthly</td>
<td>T3</td>
<td>7007</td>
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Background Checks

- All Employees of MSU will complete a Background check form.

- All temporary employees working for summer camps or youth programs MUST complete a criminal background check.
Please keep in mind...

- A copy of the EPAF will remain in the hiring departments EPAF Originator Summary History tab. Any changes or corrections made to the EPAF during processing will appear in the copy comments.

- Failure to submit all documents correctly and in a timely manner could delay processing of the employee’s paycheck.
Can I promote my temporary employee to a full-time position?

- A temporary employee cannot be promoted into a full-time position.

- The position MUST be opened to the public and your temporary employee must submit an application as directed on the position announcement.
The **TRS Questionnaire** must be submitted by Temp Employee each year.
**Terminating a Temp Employee**

- Complete a terminating EPAF when an employee ends employment with your department.
  - Terminate Non-Benefit Job, TERMNB

- The EPAF assignment end date does not indicate to HR or Payroll that employment has been terminated.
If you have any other questions, please call Human Resources at 4221.