

SHRA Temporary Hiring

Checklist

1. Identify the candidate you wish to hire. If you do not have a candidate selected, please contact Val Heil at x27031 to gain access to the Temporary applicant pools through the [PeopleAdmin](#) hiring manager's site.
2. Identify the rate you will need to pay (Link to the temp page at Human Resources which includes a link to pay rates and codes: <http://uncw.edu/hr/employment-temporary.html>). If you do not see an appropriate rate for the assignment listed in the pay rates, please send [Val Heil](#) an e-mail outlining the duties of the position and the requested rate of pay. Be sure to include why the rate of pay is appropriate for the work.
3. Temporary employee must complete an online application through the [PeopleAdmin](#) applicant site, print, sign and date it. The original application will need to be sent to HR.
 - **Steps for creating/printing an application through PeopleAdmin**
 - i. Log onto <http://jobs.uncw.edu>
 - ii. Select "Create an Application"
 - iii. Select "Application for Staff Positions" and "GO"
 - iv. Applicant must follow all directions and fill out the application completely (as this is the legal document recognized by the State of North Carolina as an application for employment). The applicant DOES NOT need to apply the application to a posting
 - v. *The application will need to be printed, applicant must sign and date*
4. A Background Check will be required for temps working unsupervised with youth and/or students. The [Background Check Release Form](#) is to be completed and sent to Human Resources by the candidate. Results must be received and approved by HR before the employee may work unsupervised with youth and/or students.
5. The applicant will need to complete the I-9 and EVerify process in person with Human Resources.
 - Please note, section I of the I-9 must be completed by the employee on or before the first day of work.
6. Enter the temporary assignment in EPAF.
 - a. Complete an Employee Record Update in EPAF. Once authorized by HR, you will receive an e-mail containing the Banner ID number.
 - b. Once you have received the Banner ID number you will be able to enter his/her assignment in EPAF
7. Additional paperwork- (sent to Payroll):
 - Direct Deposit form
 - W-4
 - NC-4

Please direct questions to the following Human Resource Employees

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I-9 Employment Eligibility Verification	Access to Temporary Pools (i.e. Office Support, Housekeeping)	Employee Record Update and EPAF	Pay Rate Information and/or Overrides
Criminal Background Check Release		Employment Application	

TIPS, INFO, FAQ'S:

- **I9/e-Verify**
The ideal action is to complete a new I9/e-Verify for all newly hired temporaries. Even though temp may have been a student worker their I9 may no longer be valid for a variety of reasons. It is best practice to have the employee complete a new one to avoid potential complications. Otherwise, this again can be a long delay in the process to get it in compliance.
- **Employees working in two departments:**
Be sure that you ask the employee if (s)he is working as a temporary employee in another department. If they are, you **MUST** coordinate closely with the other department(s) to track hours worked
 - Employee should track hours worked in each department on a separate timesheet (in each respective department)
 - We advise that the employee should provide copies of time sheets worked in other departments to each time-keeper so departments can best coordinate with each other. The employee should be responsible for alerting departments when they are nearing 40 hours between multiple assignments.
 - Temp SPA employees are subject to overtime so any hours worked over forty in a work week must be paid at time and a half. If the employee works over forty hours between the multiple assignments, the departments are responsible for determining which department(s) will pay overtime. The departments must indicate the overtime on the employee's time-sheet(s).
- **Length of assignments:**
Temporary SPA employees working for the **University** more than 19 hours per week **CANNOT WORK** more than 11 consecutive months. If a temp is working greater than 19 hours per week on average, they must take a 31 day consecutive break prior to working as a temp for the university again.
 - **Retirees:** Retirees may be employed as a temporary continuously without a 31 day break