

TEMPORARY HOURLY EMPLOYEE REQUEST FORM INSTRUCTIONS

Basic Guidelines

- Completed paperwork may require approval through the Provost and/or VP level, and should be delivered to Human Resources at least a week prior to the hire date.
- **Temporary appointments may not exceed 6 months for any one assignment.**
- If not typed, use black or blue ink on white paper only.
- Temporary employees are required to have the direct deposit and receive their pay advices electronically.

Materials to Accompany Temporary Hourly Employee Request Form (THER): (An employee may **not** begin work until the appropriate background checks are successfully completed.)

- Job description (if applicable)
- Pre-Employment Health and Safety Checklist (if applicable) to determine necessity for pre-employment physical
- Completed and signed background screening release (required)

Other materials required to create an employee record and produce a paycheck: (By law this is required within 3 business days of the employee's first day worked.)

- Completed I-9

Helpful Hints for completing:

Paperwork not completed in accordance with the following directions may delay the hiring and payment of the temporary employee. For assistance completing this form, please contact your Human Resources Officer.

Section 1

Department and Position Information

- List the specific skills needed to help find an appropriate match for your position. HR will contact you with the name(s) of temporary employees who appear to meet the required skills needed for the assignment. Departments may also interview applicants for their temporary assignment.
- The UMS classification that best fits the requirements and expectations of the assignment will determine the hourly wage. You may view the classification index at, <http://www.maine.edu/about-the-system/system-office/human-resources/heccp-classification/>.
- University retirees rehired into the same classification are paid the hourly wage they were paid when they retired.
- UMS policy limits temporary assignments to 6 months for any one assignment.
- A service fee of \$0.75 per hour is charged to the department for the hours worked by a temporary employee. All wages paid are subject to the current temporary employee fringe rate (8.0% for FY16).

Section 2

Required Routing

1. Chair and/or Director
2. Academic Dean
3. Vice President and/or Provost (not required for soft money funding)
4. Human Resources

TEMPORARY HOURLY EMPLOYEE REQUEST FORM

University of Maine System Policy: Temporary Appointments are Limited to Six (6) Months

SECTION 1 DEPARTMENT INFORMATION (COMPLETE ENTIRE SECTION)

Department O- _____ Phone _____ Job Title *(Please refer to HECCP Classification for proper Job Title)* _____

Address (location of where the employee will be working) _____ Department Temporary Position # _____

Required Skills: _____

PLEASE NOTE: Temporary appointments are limited to 6 months. Please call the Office of Human Resources for extension permission.

Start Date	End Date	Estimated Hours Per Week:	Schedule:

Direct Supervisor _____ Position Number *(Not EMP ID)* _____

Time Approver (if different than direct supervisor) _____ Position Number *(Not EMP ID)* _____

Supervisor Phone _____ Email _____

Chartfield _____ Soft Money Yes No
(Project 20 Accounts cannot be used to pay the Temp Pool Fee)

Accounting ID _____ Dynamic Group _____

Reason for Request _____

(Please explain the need for temporary services, i.e., replacing regular employee (who?) etc.)

SECTION 2 APPROVAL INFORMATION

Prepared By: (Please Print)	Date	Recommended	Date
Recommended	Date	Recommended	Date

All employees are required to complete any required background screenings before their first day worked. I-9 paperwork must be completed within three days of beginning employment

Send completed/approved request to HR, Jane Dare, jane.dare@maine.edu, Corbett Hall or FAX 581-1548

TO BE COMPLETED BY HUMAN RESOURCES

Job Code: _____ Background Checks SBI DMV Credit

Pay Rate: _____ Pre-Employment Physical Required Yes No