

# 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: _____							
<b>PLEASE NOTE: Temporary appointments are limited to 6 months. Please call the Office of Human Resources for extension permission.</b>							
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 <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/>	DMV <input type="checkbox"/>	Credit <input type="checkbox"/>
Pay Rate: _____	Pre-Employment Physical Required	<input type="checkbox"/>	Yes	<input type="checkbox"/> No