

Temp. Salaried or Hourly Employees

Hiring approval required prior to work. Length of assignment cannot exceed 6 months. *Allow at least several weeks to complete the approval and hiring processes.*

1. Complete the [HireTouch Requisition Form](#), including the name of the potential employee.
2. Submit to CLAS Dean's Office.
3. Dean's Office arranges for HireTouch posting and approvals.
4. HireTouch Approval chain:
 - Dean
 - Provost
 - VP for Finance and Administration
 - President
5. Once approved, initiate the Temp. Salaried Appointment [Form](#) (Monthly FLSA Exempt) or the Temp. Hourly Appointment [Form](#). Submit form to CLAS Dean's Office for approval.
6. Dean's Office forwards to Provost's Office.
7. Provost's Office forwards to Human Resources Partner for review and approval and submits to Payroll Office for processing (Monthly Payroll – deadline 10th of month)

This process is the one to use for PATFA faculty receiving compensation for additional duties beyond their assigned teaching.

Undergraduate & Graduate Students

Undergraduate students are paid through the Office of Student Employment. Options to pay Graduate Students depend on duration and nature of duties.

Office of Student Employment – Pay for undergraduate or graduate students, based on hourly rate and classifications found [here](#).

- Establish hourly rate and job descriptions.
- Complete a Student Hire (E-Hire) form via your Manager Self-Service page in MaineStreet.
- Student enters time in MaineStreet.
- Department approves time in MaineStreet
- Student paid biweekly.

Hires through Student Employment require only departmental approval.

Graduate Student Assistantship – Used for graduate students only, based on stipend minimums set by the Graduate School and including health insurance and tuition found [here](#). Appointment is usually for the full academic year.

- Forms for TA positions supported by the Graduate School are initiated by the Graduate School Office via Smartsheet.
- For all other graduate student appointments, complete the Graduate Assistant Appointment Form via Smartsheet [here](#) under Payroll Forms.
- Include clas.hr@maine.edu and rebecca.gifford@maine.edu as approvers in the submission.

Additional Compensation

Regular UMaine employees can receive additional compensation for work outside regular job duties or normal work schedule. PATFA or other temporary employees are not eligible and must be separately hired as temps. There are three Additional Compensation forms:

1. Additional Compensation (Monthly/Salaried) Exempt [Form](#)
2. Additional Compensation (Hourly) Non-Exempt [Form](#)
3. Additional Compensation Faculty Summer Salary [Form](#)

Requests for Faculty Summer Salary must include a supplemental justification explaining the purpose of the summer salary. The justification must include the name of the project (if applicable), the funding source, and a brief description of the work to be performed.

Initiate the appropriate form and submit it to the CLAS Dean's Office. The approvals required are the same as for temporary employees and must be obtained prior to additional work being performed.

Note: Non-employees performing a service (e.g., giving a lecture or workshop, conducting program review) should be paid as vendors through Procurement rather than hired as employees. A W-2 will be required.