

### Temp Salaried or Hourly Employees

Hiring approval required prior to work. Length of assignment cannot exceed 6 months.

1. Complete HireTouch Requisition Form, including description of work and the name of potential employee
2. Submit to CLAS Dean's Office
3. Dean's Office arranges for HireTouch posting
4. HireTouch Approval chain:
  - Dean
  - Provost
  - President
  - Vice Chancellor Finance
  - Chancellor
5. Once approved, initiate Temp Salaried Appointment Form (Monthly FLSA Exempt) <https://gojira.its.maine.edu/confluence/display/HumanRes/Forms?preview=/63688560/75702259/Temporary%20Salaried%20Appointment.pdf> or Temp Hourly Appointment Form <https://gojira.its.maine.edu/confluence/display/HumanRes/Forms?preview=/63688560/75702258/Temporary%20Hourly%20Appointment.pdf>
6. Submit form to CLAS Dean's Office for approval
7. Dean's Office forwards to Provost's Office
8. Provost's Office forwards to Human Resources Partner for review and approval and submits to Payroll Office for processing (Monthly Payroll – deadline 10<sup>th</sup> of month)

### 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 at <https://umaine.edu/studemp/for-employers/choose-job-classification/>

- Establish hourly rate and job descriptions
- Complete Student Authorization Form
- Return form to Office of Student Employment
- Student enters time in MaineStreet
- Department approves time in MaineStreet
- Student paid biweekly

**Hires through Student Employment require only departmental approval.**

Graduate Student Assistantship – Pay for graduate students only, based on stipend minimums set by the Graduate School and including health insurance and tuition found at <https://umaine.edu/graduate/facultystaff-resources/>. Appoint is usually for full academic year.

- Complete Graduate Student appointment Form
- Submit form to CLAS Dean's Office
- Dean's Office forwards to Graduate School
- Graduate School forwards to Payroll Office for processing (Monthly Payroll – deadline 10<sup>th</sup> of month)

### Additional Compensation

To compensate UMaine employees for work outside regular job duties or normal work schedule. Cannot be used for PATFA or other temporary employees. There are three Additional Compensation forms:

1. Additional Compensation (Monthly/Salaried) Exempt <https://gojira.its.maine.edu/confluence/display/HumanRes/Forms?preview=/63688560/75702244/Additional%20Compensation-Salaried.pdf>
2. Additional Compensation (Hourly) Non-Exempt <https://gojira.its.maine.edu/confluence/display/HumanRes/Forms?preview=/63688560/86674347/Additional%20Compensation-Hourly.pdf>
3. Additional Compensation Faculty Summer Salary <https://gojira.its.maine.edu/confluence/display/HumanRes/Forms?preview=/63688560/75702261/Add%20Comp%20Faculty%20Summer%20Salary.pdf>

Initiate the appropriate form and submit it to the CLAS Dean's Office.

The approvals required are the same as for temporary employees and need to be had prior to additional work being performed.

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