

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 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 and approvals
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>
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)

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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/>. Appointment is usually for the full academic year.

- Complete Graduate Assistant Appointment Form and other steps at <https://umaine.edu/las/faculty-resources/human-resources/> (Payroll)
- Submit form to CLAS Dean's Office
- Graduate School forwards to Payroll Office for processing (Monthly Payroll – deadline 10th of month)

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 <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 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.