

# HR Standard Operating Procedure: Temporary Employee Appointments

Document Owner: Human Resources

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Revision Number	Chapter(s)/ Section(s)	Change Affected	Date Implemented	Approved/Inserted by
1.01	Appendix	Administration workflow	6/15/2021	Wright

## Purpose

The purpose of this document is to establish internal operating procedures for hiring, renewing, and terminating temporary employee appointments.

## Scope

This process will be used to process exempt and non-exempt, non-faculty full-time, part time, and seasonal temporary employee contracts.

## Required System Accesses

[eJobs](#) as Hiring Manager and posting access as Applicant Reviewer

No special access required for [eContracts](#)

No special access required for [TOPdesk](#)

## Procedure

### New Temporary Appointments

When hiring a temporary appointment:

1. The department identifies a need, type of appointment, salary, qualifications, start and end date.
2. Optional: The department requests an internal or external posting.
3. The applicant completes an application in eJobs.
4. The department selects a hire. If the application was submitted to a posting that is not in the department, (e.g. temp pool posting), the department contacts Human Resources to move the application to the department workflow. The department completes the Temporary Support Staff or Temporary Administrative Staff hiring proposal.

To request an application to be moved, email [HR@ETSU.EDU](mailto:HR@ETSU.EDU) and include:

- The applicant name and contact information
  - The type of appointment, support staff or administrative staff
  - The department name and organization code
5. The Applicant Reviewer will process the application to “Recommend to Hire”.
  6. The hiring manager will start the temporary employee hiring proposal.
  7. Optionally add the hiring proposal to your Watchlist to monitor the approval process.
  8. When the appointment has been approved, Human Resources will send the appointment contract to the candidate electronically. The Hiring Manager will receive an email when the candidate has signed the contract. The department can return to the Employment Contract tab and view or print the signed offer.
  9. Human Resources processes the employee to Banner and moves the hiring proposal to Hired. The hiring manager receives an email to start the employee’s onboarding task(s).

10. The hiring manager assigns an Onboarding Checklist from the hiring proposal. In the supervisor field on the Onboarding form, enter the name of the individual who is responsible for onboarding the new employee. This may or may not be the employee's supervisor. From the Checklists dropdown select Temporary Employee to assign the employee their W2, I9, and direct deposit to complete electronically.
11. The employee completes their new hire paperwork in Onboarding/Employee Records.
12. Human Resources or the department completes section 2 of the I-9 after reviewing the employee's employment verification documents in person.
13. The onboarding supervisor monitors the employee's completion of onboarding tasks and paperwork in Employee Records. The I-9, Direct Deposit, and W-4 must be complete before the employee may begin working for pay or remuneration.

## Temporary Renewals

When renewing a temporary appointment:

1. In eContracts, create a Temporary Renewal Contract under the "New" tab.
2. Locate the employee in the "Person Search" field using the format "Last name, First" or search by their E# then hit "Select" to import their current contract data.
3. Complete page 1 including the names of the contract approvers and select Submit. [See Contract Renewal Workflow Guidance in Appendix 1]
4. Data from the current appointment will pull in automatically from Banner. Review the data and update as needed.
5. Enter the start and end dates for the new contract. Contracts cannot expand beyond the fiscal year.
6. Review labor distribution (account information) and modify as needed.
7. Enter the special conditions. The contents in this field will populate in the contract.
8. Select Submit to save and review the form.
9. Add attachments or secondary approvers as needed. Check the boxes that apply to this appointment to add additional routing approval.
10. Select Submit to route for approval signatures.
11. Monitor the workflow progress by selecting the contract under the "In Progress" tab. Reminders can be sent through eContracts to pending approvers.
12. Contracts can be printed with the employee signature when the contract has been completed. Completed contracts can be view in the Completed Tab.

## Ending Contracts

Temporary appointments may be terminated at any time. To ensure timely notification to Payroll and to remove systems access, please complete an employee separation in TopDesk.

1. The employee or department will create an Employee Separation workflow in TopDesk.
  - a. Access TopDesk from the Human Resources Systems Logins website.

- b. After logging into TOPdesk, select “Human Resources” from the homepage, select “Employee Services”.
  - c. On the right side of the screen, click “Temporary/ GA/TS” to initiate the Offboarding process.
  - d. Complete the form and ensure all the appropriate options are selected. The workflow is determined by your selections.
2. The Offboarding ticket will first be routed to the employee’s supervisor for approval unless the supervisor is completing the separation form. Then the form is routed to other campus units including Payroll.
3. The supervisor or initiator may monitor the offboarding progress under “My Requests” on the homepage. After finding the separation ticket either via the search bar located at the top of the screen or on the “My Requests” screen, you will be able to view any comments made by approvers and track the status of the separation.

## **Appendix 1: Contract Renewal Workflow Guidance**

### **VP**

Enter your division senior executive or their designee.

- For departments that report to the President, enter Nathan Dugger.
- For academic departments that report to the Provost, enter Donna Miller.
- For Health Sciences departments including College of Medicine and Family Medicine, enter Scott Counts.
- For departments that report to Administration, enter Pat Barcel.

### **HR Business Partner**

To find your HR Business Partner, use the [HR Business Partners](#) webpage.