To improve the efficiency and ensure all temporary employment requests are completed appropriately, the following steps should be taken by a hiring manager.

1. Create a Request to Fill in the PeopleAdmin online recruitment system. A separate Request to Fill must be completed for each individual temporary you intend to hire even if the position is a pooled position.

   Note: leave the Position # field blank. Compensation will complete once the position has been established.

2. In the Type of Position Action field, use the “other” and type Temporary

3. In the Category field always choose Hourly

4. In the field asking if this position will work less than 12 months, please indicate the end date of the assignment. For example: through 9-10-2010

5. Submit the Request to Fill through the appropriate approvers.

6. Compensation will review Request for appropriate classification and if necessary, create a new position.

7. If you have an individual identified to fill the temporary assignment, please have them complete an application on PeopleAdmin. Employment will be able to assign their application to your approved Request to Fill. Please indicate the candidate’s name in the notes section along with the timesheet approver name and position number.

8. Once the Request to Fill is approved you may either begin your interview process as normal or complete the Request to Hire tab with the selected candidate information. The Request to Hire approval process is the same as for all new hires.

9. Compensation will review the Request to Hire and determine appropriate hourly rate. Once approved by Compensation, the Request will be forwarded to the appropriate Department Head for approvals.

10. When the Request to Hire is received in Employment, a criminal history background check will be scheduled. Upon successful completion of the background investigation and receipt of a minimum of two professional references, Employment will contact the Hiring Manager to extend the offer of the temporary assignment.

11. Once an offer has been accepted, the department will notify Employment of the start date and provide a completed I-9 form, tax forms, direct deposit form and personal data sheet to Human Resources for processing.