

Hiring Information for Temporary Employees

All appointment agreements are made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of the University of Memphis.

The Compensation section in Human Resources monitors the pay of temporary hourly and monthly paid employees. The compensation section also reviews these appointments to determine the appropriate classification, and to ensure the amount of pay a temporary employee receives is appropriate for the work being performed. The compensation section confers with the Affirmative Action Office as necessary to ensure compliance with TBR rules and regulations.

Hiring official should remember, and remind potential temporary employee, that appointments do not include any assurance, obligation or guarantee of subsequent employment and agreements may be terminated without prior notice.

Temporary employees are not covered by the University's pay plans and are not eligible for benefits annual or sick leave or holiday pay.

Employees should be informed how their salary is dispersed; biweekly or monthly, prior to accepting the job. They should also be advised the first paycheck is manual and will need to be picked up at the Bursar's office on the last day of the month.

Appointments must be submitted on Temporary Appointment Form. The four (4) page appointment form must be submitted for all employees who are new hires, including former undergraduate Student Employees.

All applicants recommended for a position, (Regular or Group), with the University of Memphis will be subject to a criminal background check. An employee should not begin work prior to this check being completed.

A temporary employee's period of appointment or expected service is less than twelve (12) months. This definition should not be confused with employees who are designated as probationary employees who may be regular full-time or part-time employees, and who are entitled to all leave benefits of such employees. Nor should it be confused with, Temporary Instructors hired to teach credit instruction.

A temporary employee must have a **break in service** of more than five (5) workdays after 6 months of continuing employment, or fourteen (14) days after 12 months of continuing employment.

A temporary is not eligible for Extra or Summer Compensation.

Deadlines for biweekly appointment forms to HR Records is the same as for Regular Biweekly paid employees, every other Friday as with regular hourly paid employees.

For monthly paid temporaries the deadline is the same as for Regular Monthly paid employees, the 15th of the month unless the 15th falls on a Saturday or Sunday then it is the Friday preceding the 15th of the month.

Retirement to Temporary Employee: If an employee retires from a position with any State of Tennessee, or a Tennessee Public School System associated with Tennessee Consolidated Retirement System, and wishes to be re-employed as a temporary employee, the department will need to consult with the Benefits Section of Human Resources prior to making an offer

A Clearance Form should be completed when a temporary employee terminates (not break in service.) Section II of the Clearance Form does not need to be completed.

NEW TEMPORARY EMPLOYEE APPOINTMENT FORM CHECKLIST

Four (4) page application _____

Completely filled out including the supplemental information page

Signature of employee in the Temporary Appointment Area _____

Percent of full time 50%, 25%, etc. _____

Employee Contract Beginning Date _____

The first day the employee is scheduled to be paid

Employee Contract Ending Date _____

Last day the employee is scheduled to be paid

NOTE*

Eclass should always be a TS if temporary monthly, or TH is Temporary Hourly.

Full or Part Time (Check 1 Box) _____

Total Salary _____

Amount you wish this employee to receive within the dates specified for monthly temps take the pay rate times number of months employed for the total salary. For Bi-weekly total salary is not used unless hired for 1 year. The calculation for Biweekly is hourly rate times 1950 hours.

Pay Rate _____

For Biweekly paid employees the amount you wish this employee to receive per hour.

For monthly paid employees this is the amount you wish this employee to receive each month the assignment is in effect. *The Banner System calculates pay from the first date of employment in the month you list. When the first is not used as a begin date or the 30/31st is not used as an end date monthly paid employees pay will be pro-rated based on the number of work day in the month.

An hourly temporary employee's full time rate of 100% is equal to 37.50 hours per week. Calculation Formula: Total yearly salary divided by 1950 hours equals' hourly rate.

ORG Number or numbers if more then one (1) _____

Account Code _____

Position Number _____

Group position number assigned to a particular Eclass employee, unique to your department/ORG

Proper signatures from Chairs, Deans, or Department Heads _____

Criminal background check _____

Temporary employees are required to be processed by Human Resources PRIOR to hiring. Human Resources performs the Background check and will inform you when the results are in and you are allowed to hire the Temporary Employee. DO NOT place a Temporary Employee on the Payroll prior to a Criminal Background Check.

I-9 _____

I-9's must be completed prior to, or no later than the third working day of employment. All International Employees must go to HR Records for certification.

Direct Deposit

(with voided check attached) _____

W-4 Form _____