

## **Temporary Employees (1. Agency Hire, 2. Clark Hire)**

### **1. Process for Requesting and Hiring a Short-Term Temporary Employee from a Staffing Agency; Instructions for Hiring Manager:**

- I. Hiring manager requests budgetary permission to hire a short-term temporary employee from Associate Vice President for Planning and Finance, Paul Wykes by completing the [Temporary Employee Request Form](#) also located on the HR website under [Documents and Forms](#).
- II. Email the [ITS Help Desk](#) as soon as possible about your plan to hire a temp and inform them if you are replacing an existing or recently departed employee.
- III. Contact [Human Resources](#) to obtain the names and contact information of staffing agencies the university has established relationships with. The hiring manager will work directly with the agency to identify a suitable temporary employee.
- IV. The staffing agency will send a contract and/or letter of appointment to the hiring manager outlining the employment agreement (i.e. start and end dates, hourly rate, hours per week)
- V. Create a PO in SmartBuy Plus for the estimated cost of the contract (the temp employee salary is charged to the department budget). Note: for temporary employees from a staffing agency please use account code 7160 and make sure to check off the **multiple invoice** box before submitting the PO request.
  - a. Relay the PO number to the agency for reference on all invoices. Please make sure invoices are sent to both the hiring manager and the Accounts Payable email at [apayables@clarku.edu](mailto:apayables@clarku.edu).
  - b. When an invoice is received, the hiring manager creates a cost receipt on the PO. Once the cost receipt has been created add a comment to the PO noting the cost receipt number and the invoice number. Attach the invoice to the comment. This ensures that the invoice is in the system in case AP does not receive it directly from the agency.
- VI. Request a guest account from ITS via the online form at <https://www.clarku.edu/offices/its/a-z-service-catalog/clark-account/> . Guest accounts can take up to 3 business days to be created.
  - a. Note: you must obtain the temp employee's email address and phone number. If this is not readily available on the resume, contact the temp agency to obtain that information.
- VII. If computing resources are needed, please complete the [Computer Request Form](#) and send to the [ITS Help Desk](#). ITS will need 10-15 business days' notice to process a request. If your department is responsible for purchasing the technology, the time for delivery will be longer depending on product availability. Please plan accordingly when determining a temp hire's start date.
- VIII. Complete Banner Access and/or Banner Finance forms as needed. Links to Banner Access forms can be found on the [Computer Request Form](#) or in SmartBuy Plus.
- IX. Hiring manager will assist in obtaining a Clark guest ID card from the One Card Office:
  - a. Contact the [One Card Office](#) and provide the name of the temp employee who will be requesting a card.

- b. Direct temp to the [One Card webpage](#) to complete the section titled **Your First One Card**. The employee will be assigned a temporary ID card and the One Card Office will communicate instructions for card pick-up or answer any questions regarding the card.
  - c. Contact University Police using the [One Card Door](#) email and provide the temp employee's name and ID number and inform them of building access needs.
- X. For parking pass: Hiring Manager emails [Amanda Elinoff](#) in University Police with the name of the temp who will be coming for a temporary parking pass. Please have the temp bring their new ID card with them. Note: there is no fee for a short-term temp, however if the temp employee is staying for a full semester or the entire academic year then a \$40 fee will be charged for a parking decal.
- XI. For SmartBuy Plus access the hiring manager will complete and submit the [SmartBuy User Update and Registration Form](#)

#### **When temp employee's contract ends:**

- I. Hiring manager will close out the PO in SmartBuy and send a **single email to the following:** [ITS Help Desk](#), [Amanda Elinoff](#) in University Police, [One Card Door](#) email, and the [One Card Office](#). Sending one email ensures all stakeholders are informed of the employment end date at the same time. Please include the following information:
  - a. Name of temp employee and their Clark ID #
  - b. Confirm last day of employment
- II. If your temp was using SmartBuy Plus complete the [SmartBuy User Update and Registration Form](#) to inactivate the user account.
- III. Please retrieve employee's Clark ID card and destroy it.

#### **To extend a temporary employee's contract:**

- I. Contact Associate Vice President for Planning and Finance, [Paul Wykes](#) for financial approval to extend the contract.
- II. Contact the staffing agency to request an extension on the contract.
- III. Send a **single email to the following:** [ITS Help Desk](#), [Amanda Elinoff](#) in University Police, [One Card Door](#) email, and the [One Card Office](#). Sending one email ensures all stakeholders are informed of the employment extension at the same time. Please include the following information:
  - a. Name and ID number of the temp employee
  - b. Date contract has been extended to
- IV. Process a Change Order on the PO in SmartBuy to increase the dollar amount and note in a comment that the temp employee has been extended.
- V. If your temp is using SmartBuy Plus please update the [SmartBuy User Update and Registration Form](#).

#### **Hiring a temporary employee for full-time employment at Clark**

**Please note!** Robert Half and other staffing agencies charge a conversion fee if we hire one of their employees to work full-time for Clark. Hiring managers need to find out what that conversion fee is and get budget approval to pay it *before* a temp employee applies and is hired for a position at Clark.

## 2. Process for Requesting and Hiring a Short-Term Temporary Clark Paid Employee; Instructions for Hiring Manager:

(e.g. bringing back a retired or former employee for temporary work, or identifying a temp employee on your own for a specific task/time period in your department).

- I. Hiring manager requests budgetary permission to hire a short-term temporary employee from Associate Vice President for Planning and Finance, Paul Wykes by completing the [Temporary Employee Request Form](#) also located on the HR website under [Documents and Forms](#).
- II. Email the [ITS Help Desk](#) as soon as possible about your plan to hire a temp and inform them if you are replacing an existing or recently departed employee.
- III. Hiring manager contacts [Human Resources](#) with specifics: confirm Paul Wykes has granted budgetary approval for a temporary hire, supply name of employee, start and end dates, hours per week, whether the position is remote (if **remote** note location – **this has tax implications!**), on campus or hybrid, and proposed wages. HR creates appointment letter and onboarding packet which will be sent to the temp employee electronically. Once onboarding forms are complete, and I-9 documentation has been presented in person, a Clark account and credentials will be created/reactivated. Clark account is generated 1 business day after all onboarding forms have been received.

**Please do not request a Clark Guest Account from ITS;** this will duplicate efforts and delay the new hire receiving technology resources.

- IV. If computing resources are needed, please complete the [Computer Request Form](#) and send to the [ITS Help Desk](#). ITS will need 10-15 business days' notice to process a request. If your department is responsible for purchasing the technology, the time for delivery will be longer depending on product availability. Please plan accordingly when determining a temp hire's start date.
- V. Complete Banner Access and/or Banner Finance forms as needed. Links to Banner Access forms can be found on the [Computer Request Form](#) or in SmartBuy Plus.
- VI. Complete the Personnel Action Form in Interview Exchange for payroll authorization. Log into your [Hirezon/Interview Exchange Account](#), choose **Forms > Start a New Form > Choose your department > Category: Personnel Records > Personnel Action Form**. **For the position number on the form please use one of these codes:**
  - a. 609997 for Temp Admin (salary)
  - b. 609998 for Temp Staff (hourly)

For additional instructions on how to process a Payroll Authorization please review the **Interview Exchange Payroll Authorization Instructions - Personnel Action Form** located on the [HR Resource Document](#) site. **Note:** If your supervisor is in the approval routing for the payroll authorization please remind them to log into Interview Exchange to approve the form and keep it moving along.

- VII. Hiring manager will assist in obtaining a Clark guest ID card from the One Card Office:
  - a. Contact the [One Card Office](#) and provide the name of the temp employee who will be requesting a card.
  - b. Direct temp to the [One Card webpage](#). If the temp is a former employee they will complete the section titled **Request a One Card Replacement**. If the temp is a new employee they will complete the section titled **Your First One Card**. The employee will be assigned a temporary ID card and the One Card Office will communicate instructions for card pick-up or answer any questions regarding the card.

- c. Contact University Police using the [One Card Door](#) email and provide the temp employee's name and ID number and inform them of building access needs.
- VIII. For parking pass: Hiring Manager emails [Amanda Elinoff](#) in University Police with the name of the temp who will be coming for a temporary parking pass. Please have the temp bring their new ID card with them. Note: there is no fee for a short-term temp, however if the temp employee is staying for a full semester or the entire academic year then a \$40 fee will be charged for a parking decal.
- IX. For SmartBuy Plus access the hiring manager will complete and submit the [SmartBuy User Update and Registration Form](#)

#### **When temp employee's contract ends:**

- I. Hiring Manager sends a **single email to the following:** the [ITS Help Desk](#), [Human Resources](#), [Amanda Elinoff](#) in University Police, [One Card Door](#) email, and [One Card Office](#). Sending one email ensures all stakeholders are informed of the employment end date at the same time. Please include the following information:
  - a. Name of temp employee and their Clark ID #
  - b. Confirm last day of employment
- II. If your temp was using SmartBuy Plus complete the [SmartBuy User Update and Registration Form](#) to inactivate the user account.
- III. Please retrieve employee's Clark ID card and destroy it.

#### **To extend a temporary employee's contract:**

- I. Contact Associate Vice President for Planning and Finance, [Paul Wykes](#) for financial approval to extend the contract.
- II. Send a **single email** to the following: the [ITS Help Desk](#), [Human Resources](#), [Amanda Elinoff](#) in University Police, [One Card Door](#) email, [One Card Office](#). Sending one email ensures all stake holders are informed of the employment extension at the same time. Please include the following information:
  - a. Name of temp employee and their Clark ID #
  - b. Confirmation that Paul Wykes has approved the extension/budget
  - c. Date contract has been extended to
- III. Complete a new Payroll Authorization/ Personnel Action Form in Interview Exchange. Log into your [Hirezon/Interview Exchange Account](#), choose **Forms > Start a New Form > Choose your department > Category: Personnel Records > Personnel Action Form**. For the position number on the form please use one of these codes:
  - a. 609997 for Temp Admin (salary)
  - b. 609998 for Temp Staff (hourly)

For additional instructions on how to process a Payroll Authorization please review the **Interview Exchange Payroll Authorization Instructions - Personnel Action Form** located on the [HR Resource Document](#) site. **Note:** If your supervisor is in the approval routing for the payroll authorization please remind them to log into Interview Exchange to approve the form and keep it moving along.

- IV. If your temp is using SmartBuy Plus update the [SmartBuy User Update and Registration Form](#).