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 Chief Budget Office, 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.

   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 Jane Switchenko in 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

XII. When temp employee’s contract ends, hiring manager will close out the PO in SmartBuy; inform the ITS Help Desk, Amanda Elinoff in University Police and the One-Card Office/ Jane Switchenko. Hiring manager will complete the SmartBuy User Update and Registration Form to inactivate the user account. Please retrieve employee’s Clark ID card and destroy it.

XIII. To extend a temporary employee’s contract hiring manager will:
   a. Contact Paul Wykes for financial approval to extend the contract.
   b. Contact the staffing agency to request an extension on the contract.
   c. Email the ITS Help Desk and Amanda Elinoff in University Police, to inform them of the extension and the new end date.
   d. 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.

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 Chief Budget Office, 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 HR (Margaret Naughton) 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), 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)

VII. Hiring manager will assist in obtaining a Clark guest ID card from the One Card Office:
   a. Contact Jane Switchenko in 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

X. When temp employee’s contract ends, hiring manager informs the ITS Help Desk, Amanda Elinoff in University Police, Human Resources and the One-Card Office/ Jane Switchenko. Hiring manager will complete the SmartBuy User Update and Registration Form to inactivate the user account. Please retrieve employee’s Clark ID card and destroy it.

XI. To extend a temporary employee’s contract hiring manager will:
   a. Contact Paul Wykes for financial approval to extend the contract.
   b. Email the ITS Help Desk, Amanda Elinoff in University Police, Human Resources, and Payroll, as soon as possible to inform them of the extension and new end date.