

Fayetteville State University

Temporary Employment Guidelines (Non-Student)

Recommendation for Temporary Employment

- Prior to initiating and hiring, office head/department head (hiring manager) consults with the Budget Office for availability of funds to support temporary need. If funding is not available, employment is denied.
- **Individuals must not report for employment without official notification from the Human Resources Office.**
- Prospective temporary employee completes Form PD-107 State Application and background check forms. If applicant pool is needed, assistance is given by the HR Office. Selection is made by the hiring manager.
- Hiring manager completes the *Recommendation for Temporary Employment* form.

Official Approval

- Employment packet (Recommendation form, application, etc.) is forwarded to the appropriate offices (officials for approval) Contracts and Grants Office, if employment is federally funded. If employment is not federally funded, the packet is forwarded to the Budget Office for final approval.
- Background Check forms are faxed to the Legal Office for approval.
- Once packet is received in the HR Office, along with approval notification from the Legal Office, credentials are reviewed and the recommended salary indicated by the hiring manager is approved/disapproved according to state guidelines. If disapproved, discussion between HR and the HM takes place and offer details are finalized.
- HR will notify via email HM approval of recommendation of new hire.
- Employment offer is made to the prospective employee by the Human Resources Office **only**. An established hire date and in-processing date is set to ensure that completion of required employment documents and pay procedures are reviewed with the new employee.

Temporary Employment Orientation

- New employee attends orientation, which is a requirement prior to beginning employment with FSU.
- Completion of Federal, State and University forms are required, to include mandatory direct deposit enrollment.

- Employee is oriented on University pay, time reporting, policies, procedures and other new employee issues.

Payroll Process

- HR scans and transmits employment documents to the Payroll Office electronically.
- New employee starts working in the designated department as indicated on the Recommendation form after orientation session.
- An approved time sheet is forwarded by the hiring manager to the Human Resources Office no earlier than the 15th and no later than the 17th of each month for compensation to be made on or about the 15th of the following month. All **approved** work hours must be reflected on submitted time sheet.
- The first paycheck (in paper form), will be available for pick-up on or about the 15th of the month in FSU's Payroll Office, Smith Hall, Room 111. A picture ID is required. If the 15th falls on a weekend, payday will be on the preceding Friday. Payment thereafter is transmitted to the employee's banking account.
- Payroll process is repeated monthly throughout the employment of the temporary employee.
- State regulations prohibit temporary employment to exceed **12 months** of consecutive employment without a 31-day break.
- If employment is to be extended, an approved Recommendation form with the Temporary Employee box checked and also the Extension of Temporary Employment box checked. This document should be received in HR five (5) working days prior to the expiration of the current employment.

***For additional information, contact Personnel Services in the Office of Human Resources at campus ext. 1828.**

Revised 2/2009