

TEMPORARY EMPLOYEE REQUEST FORM

SECTION 1

DEPARTMENT INFORMATION (COMPLETE ENTIRE SECTION)

Department: _____ Phone: 1- _____

Campus Address (For mailing employee paycheck): _____ Fax: 1- _____

Job Title: _____ Job Code: _____

Required Skills: _____

Work Schedule: _____

Start Date: _____ End Date: _____

Supervisor: _____ MaineStreet ID #: _____

Reason for Request: _____
(Please explain in detail the need for temporary services, i.e., replacing regular employee (who)? etc.)

Accounting ID for wages (10 Digits): _____

Chartfield: _____

Acct. # for Background Check/Physicals (If required): _____

SECTION 2

REFERRED EMPLOYEE INFORMATION (IF APPLICABLE)

Name of Applicant: _____

Address: _____

Telephone Number: _____ MaineStreet ID #: _____

Previous University Employee () Yes () No - Previous University Student () Yes () No

SECTION 3

APPROVAL INFORMATION

Prepared By: (Please Print) _____ Date _____

Approved By: _____ Date _____

Approved By: _____ Date _____

Approved By: _____ Date _____

Send completed/approved request to HR, 241 Corbett Hall or FAX 581-1548

FOR HUMAN RESOURCES USE ONLY

PAY RATE: _____ PHYSICAL/BACKGROUND CHECK(S): _____

Classified Temporary Employees

Section 1

- Please provide all the information requested. If you have any questions, please contact Nivea Deshane at phone number 581-2359, or by email nivea.deshane@maine.edu.
- Listing the specific skills you are looking for will help in finding an appropriate match for your position. We will contact you with the name(s) of temporary employees who appear to meet the required skills you have requested for the assignment. Departments may request to interview applicants for their temporary assignment.
- The UMS classification that best fits the requirements and expectations of the temporary assignment will determine the hourly wage for your classified position. You may view the classification index at the following website, <http://www.maine.edu/pdf/classindex408.pdf>.
- It may be necessary to provide a Pre-Employment Health and Safety Checklist and/or a Supplemental Application Form for background checks. (This paperwork may be attached to the request form.) An employee may not begin work until the appropriate background checks are successfully completed.
- University retirees rehired into the same classification are paid the hourly wage they were paid when they retired.
- UMS policy limits temporary assignments to 1,040 hours (approximately 6 months) for one assignment. If the job is expected to continue for more than six months, the position will be posted as a regular, fixed length assignment.
- There is a service fee of \$0.75 per hour charged to the department for the hours a temporary employee works and a fringe cost of 8.5%.
- To comply with federal employment regulations, the employee must report to Human Resources, 241 Corbett Hall to complete new hire paperwork within 3 business days of their first day worked. (This paperwork may be attached to the request form.)

Section 2

- Complete this section if you are aware of a candidate who meets your needs. Please include a UMaine Employment Application from the candidate. (The candidate cannot have student status.)

Section 3

- Please be sure to have the Temporary Employee Request Form approved by the appropriate administrators.
 1. Chair and/or Director
 2. Academic dean
 3. Vice President and/or Provost
 4. Human Resources
- **Request paperwork should be delivered to OHR at least week prior to the hire date. OHR will**