

# TEMPORARY CLASSIFIED EMPLOYEE REQUESTS

## Basic Guidelines

- Completed paperwork may require approval through the Provost and/or VP level, and should be delivered to Human Resources at least a week prior to the hire date.
- Temporary appointments should not exceed 6 months for one assignment.
- If not typed, use black or blue ink on white paper only.

**Materials to Accompany Temporary Request Form:** (An employee may not begin work until the appropriate background checks are successfully completed.)

- Job description (if applicable)
- Pre-Employment Health and Safety Checklist (if applicable)
- Supplemental Application Form for Background Checks (if applicable)

**Other materials required to create an employee record and produce a paycheck:** (By law this is required within 3 business days of their first day worked.)

- Completed I-9
- W-4/W-4 ME
- Direct Deposit

Paperwork not completed in accordance with the following directions may delay the hiring and payment of the temporary employee. For assistance completing this form, please contact your Human Resources Officer.

## Section 1

- 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/classindex.pdf>.
- 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.
- 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%.

## 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. (Soft money does not require Provost approval.)
  1. Chair and/or Director
  2. Academic Dean
  3. Vice President and/or Provost
  4. Human Resources

# TEMPORARY EMPLOYEE REQUEST FORM

## SECTION 1

### DEPARTMENT INFORMATION (COMPLETE ENTIRE SECTION)

Department: \_\_\_\_\_ Phone: 1- \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Departmental Temporary Position #: \_\_\_\_\_

Required Skills: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position #: \_\_\_\_\_

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

Accounting ID for wages (10 Digits): \_\_\_\_\_ Soft Money ( ) Yes ( ) No

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, 234A Corbett Hall or FAX 581-1548**

#### TO BE COMPLETED BY OHR

JOB CODE: \_\_\_\_\_ BACKGROUND CHECK(S) REQUIRED: \_\_\_\_\_  
PAY RATE: \_\_\_\_\_ PRE-EMPLOYMENT PHYSICAL REQUIRED: \_\_\_\_\_