Temporary Employment Processing

OVERVIEW

Complete the online applications and forms described in this section to employ temporary workers. See *BPPM* 60.26 for regulations regarding temporary employment appointments.

This section provides procedures for the following:

- Creating a temporary employment position
- Posting a job announcement
- Completing an application for temporary employment
- Checking for work study authorization, if applicable
- Creating and maintaining a temporary employment appointment
- Orienting a new temporary employee
- Monitoring hours worked or pieces completed

Temporary Employment System (TEMPS)

Departments are to use the online Temporary Employment System (TEMPS) to create, update, and display temporary employment positions and appointments. For faculty timecard appointments, refer to *BPPM* 60.42.

Approval and Training

To access, enter, and/or approve information in the TEMPS system, employees *must* obtain approval from the department appointing authority and complete TEMPS training offered by Human Resource Services (HRS). Contact HRS for more information.

TEMPORARY EMPLOYMENT POSITION

To create, update, or display a temporary employment position, select from the menu items in the Position section of the TEMPS home web page.

Refer to the TEMPS training handout from HRS for information on displaying and maintaining temporary employment positions. Contact HRS for more information.

JOB POSTING

Job announcements may be posted for viewing on the Academic Success and Career Center (ASCC) website. To post job announcements, go to:

ascc.wsu.edu/employers/posting-positions/

Contact the ASCC for assistance; telephone 509-335-6000.

Prospective applicants, both students and nonstudents, may check the website for the most up-to-date job opportunities.

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TEMPORARY EMPLOYMENT APPLICATION

Applicants for temporary employment must complete an online basic information application through the CougLink—Student and Non-Student Employment website. Applicants for employment with some departments must also complete additional applications, as indicated.

Prospective employees may obtain basic information and application forms and some departmental application forms from the ASCC CougLink website at:

ascc.wsu.edu/career-services/couglink/

Additional information solicited from the applicants must conform to the Preemployment Inquiry Guidelines found in *BPPM* 60.08.

WORK STUDY AUTHORIZATION

Hiring departments must check the work study authorization for prospective student employees by accessing the online TEMPS, the Departmental Education Personnel Payroll System (DEPPS), or by contacting the ASCC.

View in TEMPS

To view the Work Study Authorization Information in TEMPS:

1. Select **Display Related Info** in the Employee section of the TEMPS home page.

2. Enter the employee's WSU ID number.

3. Select **Continue**.

Work study information appears in the Student Information section of the Display Employment Related Data screen.

View in DEPPS

To view the Work Study Authorization Information in the DEPPS:

1. Select **DEPPS Inquiry**.

2. Select **Query Work Study Info**.

3. Enter the employee's WSU ID number.

4. Press **<Enter>**.

This screen shows the award amount, authorized period, source, and current earnings.

See *BPPM* 85.33 for information on obtaining access to DEPPS and other Administrative Information System (AIS) applications.

Temporary Employment Processing

CREATE TEMPORARY EMPLOYMENT APPOINTMENT

Use the online TEMPS to create appointments for temporary employees. TEMPS is also used to update and display appointment information about temporary employees.

Refer to the TEMPS training handouts from HRS and the instructions below to add and maintain temporary employment appointments.

The Appointment section of the TEMPS contains confidential information. Shred screen prints and related documentation that are no longer needed. See also disposal procedures for confidential records in *BPPM* 90.01.

Faculty Time Card Appointment

To create a new faculty time card appointment, select the **Faculty Time Card Appointment** section of the TEMPS (see also *BPPM* 60.42).

Appointment Add Screen

Select **Add** under the Appointment section of the main TEMPS menu. Enter the employee's WSU ID number and a position number or WSU organization number. Select **Continue**.

Name Search Screen

If the employee’s WSU ID number is unknown, select **Name Search**.

At the Name Search screen, enter as much data as possible. TEMPS returns a list of possible matches to the data entered. If a match is found, click the **Select** button to the left of the name.

If no match is found, the individual has no record in the system. An initial employee record must be created in Campus Community before the appointment can be entered into TEMPS. See Initial Employee Record regarding procedures for creating an initial employee record in Campus Community.

List of Positions Screen

If there is more than one position available for the organization number entered at the initial Select Employee and Position to Add Appointment screen, TEMPS shows a List of Positions screen.

Select the listing for employee's new position.

Update Employee Data Screen

Review the employee, employment, and student data. Enter missing information and select **Update** or **Continue**.

Add Appointment Screen

Enter all necessary appointment data and select **Add** to submit appointment to HRS for process or **Email for Approval** to route appointment to appropriate departmental personnel for approval.

Temporary Employment Processing

Additional Data Entry Instructions

See the TEMPS Training Manual for additional data entry instructions. To access the manual, select the Temporary Employment System (TEMPS) link on the HRS Access to HR Systems website at:

hrs.wsu.edu/resources/access-to-hr-systems/

UPDATE TEMPORARY EMPLOYMENT APPOINTMENT

Select **Update** from the Appointment section of the TEMPS home page main menu to make changes to a temporary employment appointment. Refer to the TEMPS training handout from HRS for details.

PRINT DISPLAY APPOINTMENT SCREEN

Provide copies of the following employment information to student and nonstudent temporary employees:

- Display Appointment screen print
- Temporary Employment Program Information
- Conditions for Temporary Employment form

  Provide a copy of the signed Conditions for Temporary Employment form to the employee and retain the original in the departmental employee file. Obtain copies by printing the Conditions for Temporary Employment screen in TEMPS.

Department

If needed, print a copy of the Display Appointment screen for departmental files.

FORM I-9

Employing departments document verification of eligibility on USCIS Employment Eligibility Verifications (Form I-9).

All new employees including U.S. citizens must present an original document or documents that establish identity and employment authorization within three business days of the date employment begins (also referred to as the hire date). Refer to *BPPM* 60.04 for instructions on completing Form I-9.

W-4

WSU requires that a current federal W-4 form be on file in the Payroll Services Office for each University employee. This applies whether or not the employee is subject to federal withholding tax.

Obtain W-4 forms from Payroll Services, French 236, or download W-4 forms from the Payroll Services web site:

payroll.wsu.edu/

DEADLINES

Refer to the Payroll Documents Schedule (*BPPM* 55.04).

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INITIAL EMPLOYEE RECORD

To create an initial employee record, the department creates a person record in Campus Community.

Campus Community

Campus Community is the core information module within the student and personnel information system (myWSU) where all person and external organization records are created, stored, and accessed. Campus Community is accessed through the myWSU portal at:

my.wsu.edu/

Information Techology Services manages access to Campus Community. Contact ITS CougTech for questions regarding Campus Community; telephone 509-335-4357.

For detailed instructions for all fields in Campus Community, refer to the myWSU Training area within the portal.

Required Data Elements

In order for critical biographical data to flow correctly into DEPPS and TEMPS, the department *must* initially enter the following data elements into Campus Community:

- First and last name
- Mailing address
- Social security number
- Gender
- Date of birth
- Immigration status (non-U.S. citizens only)

Missing Data or Errors

If data is missing or an error is made in any of these fields, the department or Payroll Services must first enter the data or correct the error in Campus Community *before* TEMPS allows creation or completion of the employee record and/or appointment. Contact Payroll Services for more information; telephone 509-335-9575.

Department Correction

Departments may replace the following default data in the social security number (SSN), gender, and date of birth (DOB) fields in Campus Community with the correct data:

- The default data for the SSN field is 999-99-9999.
- The default data for gender is unknown.
- The default for the DOB field is blank (no data).

Payroll Services must make all other corrections to critical biographical employee data.

Payroll Services Correction

Payroll Services must make all other updates to SSNs, gender, and DOBs. The department must provide a change request with the following information to Payroll Services to verify and update non-default data in SSN, gender, and DOB fields.

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Payroll Services Correction (cont.)

The department submits a change request to Payroll Services that includes the following information:

- The individual's name
- The individual's WSU ID number
- Documentation to verify the field data to be corrected

Acceptable documentation includes the following:

- SSN: A copy of the social security card or a letter from the Social Security Administration which includes the typed SSN.

- DOB: A copy of a military ID card, driver's license, passport, birth certificate, or state ID card.

- Gender: A copy of a military ID card, driver's license, passport, birth certificate, state ID card, or court order.

The department may fax the change request to Payroll Services; fax number 509-335-1472; or deliver the request in person to the Payroll Services office in French Administration 236.

ORIENTATION

Use the Temporary Employee Orientation Checklist as an aid to orient the employee.

Orientation Checklist

Discuss the reason for the temporary employment, the hours of work and the hourly rate of pay, the duration of the appointment as adjusted by any current or former temporary employment, the name of the employee's supervisor, employee benefits, the expected Washington Department of Personnel status at the conclusion of the temporary employment, and the employee's appeal rights (see *BPPM* 60.26). (*WAC* 357-19-444)

Safety Procedures

Orient the employee to the unit's safety procedures. Use the checklist in *SPPM* 2.16.

Providing Written Orientation Information

All of the employment orientation information must also be given to the employee in writing.

Students and Nonstudents

Use printed copies of the Display Appointment, Temporary Employment Program Information, and Conditions for Temporary Employment form, and other documents as indicated on the orientation checklist to provide this information to student and nonstudent employees.

If not previously provided, give a copy of the signed Conditions for Temporary Employment form to the employee and retain the original in the departmental employee file. Obtain copies of the form by printing the Conditions for Temporary Employment screen in TEMPS.

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Changes

Any change to the conditions of employment must also be written. Print copies of the Display Appointment screen with the revised information. For student and nonstudent employees, attach the Conditions for Temporary Employment form with any additional changes to the conditions of employment.

Reporting Hours or Pieces

Give the employee a time/piece record to maintain a record of hours worked or pieces completed and explain the significance of accuracy in reporting this information. The time/piece record may be a Daily Activity Report, a time clock card, or an alternate time/piece record approved by HRS. Use one form per pay period. Ask the employee to report partial hours as decimal fractions (see *BPPM* 60.61).

NOTE: There is no University requirement that the hours of work for graduate students appointed to assistantship positions be reported on a Daily Activity Report or other similar document.

Direct Deposit

Encourage temporary employees to direct deposit their paychecks. The employee submits a Direct Deposit Authorization to the Payroll Office to request direct deposit (see *BPPM* 55.50).

MONITORING

Employing units must monitor the number of pieces and hours worked in order to comply with temporary employment regulations. The employee may not exceed employment limitations. The employer must terminate the employee’s work when hour limits have been met (see *BPPM* 60.26).

PEAR and Positive Pay Report/Unit Pay Report

For nonstudent employees, the TEMPS Employee Data screen, the Payroll Expenditure Audit Report (PEAR), and the Positive Pay Report or Unit Pay Report (SCAN sheet) include the cumulative number of hours worked and the *Monitoring Begin Date*. Use this information to avoid exceeding the maximum hours of employment. For more complete information about these reports, see *BPPM* 55.26 and 55.22.

Earnings Statements

The total hours the nonstudent temporary employee worked since the employee's *Monitoring Begin Date* (excluding overtime) are reported to the employee on the employee's earnings statement or pay stub.