# University of Idaho Temporary Hiring Processes

This document describes the hiring process for temporary staff, student and faculty positions, which may be appointed without a formal search process.  The temporary hires outlined in this document may be conducted either **outside or within** the PeopleAdmin applicant tracking system, depending upon the needs of the hiring manager, supervisor or department.

**Temporary hires have been identified as:**

1. Students
2. Postdoctoral Fellows
3. Research Assistants and Teaching Assistants
4. Temporary Faculty
5. Any other hire that lasts less than 1,385 hours and by its nature is short term and will NOT continue beyond 1,385 hours. The 1,385 hours will be measured by each position hired.  (Measurement is by position, not person)

**Hiring managers, supervisors and departments electing not to use PeopleAdmin are responsible for following proper hiring policies and procedures, outlined in the Faculty Staff Handbook and Administrative Procedural Manual, as well as adhering to state and federal employment laws. Relevant University of Idaho policies and procedures include:**

- Faculty Staff Handbook Section 3090 – Temporary Hourly Employment
- Faculty Staff Handbook Section 1565 – Academic Ranks and Responsibilities:  E, F, G.
- Administrative Procedures Manual Section 50:53 - Temporary Hourly Employment
- Administrative Procedures Manual Section 50.16 Criminal Background Check

Other relevant sections of University policies and procedures must also be followed.

*PLEASE NOTE:  When no search process is conducted within PeopleAdmin, the hiring department must retain all documents related to the search within the hiring unit for the maximum required records retention period.*

**These guidelines are for purposes of recruitment only.   Separate eligibility laws and policies remain in effect that govern benefit eligibility such as Health Care Reform and Retirement.

## Student Hires

**Definition**: A student for hiring purposes is defined as currently enrolled for at least 9 credits during the semester of instruction or work, or if teaching or working in the summer must be enrolled for at least 6 credits during the summer, or at least 9 credits for the upcoming fall semester

**Method of hire**: The hiring manager or supervisor decides if the hire will be made outside or within PeopleAdmin for recruiting purposes.  If hiring within PeopleAdmin, please contact your Affirmative Action Coordinator for assistance.  If hiring outside of People Admin, the hiring manager or supervisor may decide how to recruit.  Students may be hired for temporary faculty appointments according to this definition and the conditions in the temporary faculty section, so long as there is no disruption to their educational program and academic standing.

1) The hiring manager or supervisor and department shall determine an institutional need to hire student help. If department specific protocols have been established, they must be followed.
2) Recruitment posting methods are at the discretion of the hiring manager or supervisor.
3) A search committee is not required and the hiring decision may reside with the hiring manager or supervisor.
4) Preapproved screening forms and interview questions are not required. However, if they are used, all screening forms and interview questions must be work-related.
5) No break in service is required as long as the student is enrolled for the required number of credits during employment.

**After the decision to hire has been made, the following tasks must be completed on or before the first day of work:**

A. If required for the position, the employee must submit to a criminal background check and receive a successful result of "Meets Company Standards"
B. Employee information paperwork (currently at human resources)
C. Payroll paperwork, (W-4 Form, direct deposit,)
D. The employee must complete an I-9 form.
E. An Electronic Personnel Action Form, (EPAF) in Banner must be initiated after completion of the I-9 Form to initiate payroll.  Whenever possible this should be completed prior to the first day of work.

## Postdoctoral Fellow Hires

**Definition**: A Postdoctoral Fellow is an individual who has received a doctoral degree (or terminal degree) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.

**Method of hire**: Because the knowledge and skills needed by a Postdoctoral Fellow are particular and narrow in focus, the faculty mentor of the Postdoctoral position may select the Postdoctoral Fellow without a search in PeopleAdmin or without a waiver if the position is a legitimate Postdoctoral position and if the hire will last for two years or less. A break in service may be required after 2 years. If the appointment is anticipated to last greater than two years, a search must be conducted. A periodic review of adherence to the recruitment and appointment policy will be conducted. If hiring outside of People Admin, the hiring manager or supervisor may decide in what manner to recruit. If hiring within PeopleAdmin, please contact your Affirmative Action Coordinator for assistance.

1) Posting methods are at the discretion of the hiring manager or supervisor.
2) A search committee is not required. The hiring decision resides with the hiring manager or supervisor.
3) Preapproved screening forms and interview questions are not required. However, if they are used, all screening forms and interview questions must be work-related.
4) A resume or CV is recommended for the file.

**After the decision to hire has been made, the following must be completed on or before the first day of work:**

A. The employee must submit to a criminal background check and receive a successful result of "Meets Company Standards"
B. Employee information paperwork (currently at human resources)
C. Payroll paperwork, (W-4 Form, direct deposit,)
D. The employee must complete an I-9 form.
E.  An Electronic Personnel Action Form, (EPAF) in Banner must be initiated after completion of the I-9 Form to initiate payroll.  Whenever possible this should be completed prior to the first day of work.

# Graduate Assistant Hires – Research Assistants & Teaching Assistants

**Definition:**  Graduate Assistant positions require students to work as teaching assistants (TAs), or research assistants (RAs). Students on teaching or research assistantships must be academically qualified and registered.  Definition of TA and RA positions and responsibilities can be found in FSH 1565 – H2 a&b

**Method of Hire**: Teaching assistantships and research assistantships are hired by the departments with oversight by the College of Graduate Studies and are not selected through a formal recruiting process in PeopleAdmin. Information about hiring TAs and RAs may be obtained through the College of Graduate Studies.

1) Faculty recruit or identify graduate students based on education/training and grant needs.
2) Hiring Decision is delegated to faculty member/supervisor.

**After the decision to hire has been made, the following tasks must be completed on or before the first day of work:**

A. The employee must submit to a criminal background check and receive a successful result of "Meets Company Standards"
B. Employee information paperwork (currently at human resources)
C. Payroll paperwork (W-4 Form, direct deposit)
D. The employee must complete an I-9 form.
E. The employee must sign the TA/RA Offer Letter, Terms of Employment, and Patent and Copyright Agreement for University of Idaho Employees and return all three to the department. The department must send a copy of all three signed documents to the College of Graduate Studies.
F. An Electronic Personnel Action Form, (EPAF) in Banner must be initiated after completion of the I-9 Form to initiate payroll.  Whenever possible this should be completed prior to the first day of work.

## Temporary Faculty Hires

**Definition:** Temporary faculty hires may include individuals with a status of:  Student, Lecturer, Visiting Faculty, Acting Faculty, Adjunct Faculty, Affiliated Faculty, and Emeritus Faculty.  Temporary faculty appointments are typically made on a semester basis.  These faculty appointments, which are temporary, are defined in *FSH 1565*.  For assistance in determining the most appropriate appointment, contact the Office of the Provost and Executive Vice President ([provost@uidaho.edu](mailto:provost@uidaho.edu) / 5-6036).

**Method of hire**:  Because the knowledge and skills needed for a short-term assignment are narrow in focus and require specific credentials and experience, the designated hiring authority for a temporary faculty appointment may select the individual without a search **and** without a search waiver if the position work meets the following conditions:

1. No appointment is greater than three consecutive semesters (not including summer), and
2. Appointments are made on a semester/term basis, and
3. No appointment is greater than teaching 7 credits, or no appointment is greater than working .468 fte.

A mandatory break in service is required following an appointment of three consecutive semesters.  Hiring authorities may use a condensed recruitment process and/or store recruitment materials in the PeopleAdmin system but it is **not required.**  Using the optional condensed recruitment process does not change the appointment conditions defined here.  Temporary faculty appointments may be monitored on a fiscal year basis and the instructional/work needs of a unit evaluated to determine if the nature of work is still temporary.

**Search or Search Waiver Required:**
- If the appointment is anticipated to last greater than three consecutive semesters, or
- The appointment needs to be made on an academic or fiscal year basis, or
- Instruction will be greater than 7 credits, or FTE will be greater than .468

**After the decision to hire has been made, the following tasks must be completed on or before the first day of work AND before full system access will be granted:**

A. The employee must submit to a criminal background check and receive a successful result of "Meets Company Standards"
B. Employee information paperwork (currently at human resources)
C. Payroll paperwork, (W-4 Form, direct deposit,)
D. The employee must complete an I-9 form.

E. Contract
F. CV for initial appointment or successive appointments that occur following a three consecutive semester break
G. An Electronic Personnel Action Form, (EPAF) in Banner must be initiated after completion of the I-9 Form to initiate payroll. Whenever possible this should be completed prior to the first day of work.


## All Other Temporary Hires (Less than 1385 hours completed within one year)

**Definition**: A hire made outside of the formal hiring process in PeopleAdmin for which a hiring manager determines a departmental need and that is approved at the departmental level. A hire that lasts for up to 1,385 hours within a twelve month period. The hours may be tracked in Banner, with the hiring manager or supervisor ensuring that employment ends on or before the employee reaches 1,385 hours or one year, whichever comes first. After the time limit for temporary work is reached, a 30 day break in service is required. Break in service requirements do not apply to student positions.

**Method of Hire**: The hiring manager or supervisor decides if these hires will be made outside of PeopleAdmin or within PeopleAdmin for recruiting purposes. If hiring within PeopleAdmin, please contact your Affirmative Action Coordinator for assistance.
If hiring outside of People Admin, the hiring manager or supervisor may decide in what manner to recruit.

1. The supervisor and department shall determine an institutional need to hire temporary help
2. Recruitment posting methods are at the discretion of the hiring manager or supervisor.
3. A search committee is not required and the hiring decision may reside with the hiring manager or supervisor.
4. Preapproved screening forms and interview questions are not required but must be work-related if used.
5. A break in service of at least 30 days is required once 1,385 hours are reached or one year, whichever occurs first.

**After the decision to hire has been made, the following must be completed on or before the first day of work:**

A. If required for the position, the employee must submit to a criminal background check and receive a successful result of "Meets Company Standards"
B. Employee information paperwork (currently at human resources)
C. Payroll paperwork, (W-4 Form, direct deposit,)
D. The employee must complete an I-9 form.
E. An Electronic Personnel Action Form, (EPAF) in Banner must be initiated after completion of the I-9 Form to initiate payroll. Whenever possible this should be completed prior to the first day of work.

**Temporary Hires Conducted Within PeopleAdmin Using One of the 5 Exceptions**

**Definition**: A department may elect to use PeopleAdmin for temporary hires.

**Method of Hire**: Temporary positions advertised within PeopleAdmin will follow a simplified process with no hiring proposal:

1. Hiring manager or supervisor puts position description in PeopleAdmin by selecting the Temporary position type
2. Applicants apply online
3. Hiring manager or supervisor selects who to interview and hire
4. A background check is requested (if necessary for position)
5. When the applicant is hired, the application is marked "hired"
6. No hiring proposal is required
7. The posting is marked "hired" or "completed" in PeopleAdmin

**After the decision to hire has been made, the following must be completed on or before the first day of work:**

A. If required for the position, the employee must submit to a criminal background check and receive a successful result of "Meets Company Standards"
B. Employee information paperwork (currently at human resources)
C. Payroll paperwork, (W-4 Form, direct deposit,)
D. The employee must complete an I-9 form.
E. An Electronic Personnel Action Form, (EPAF) in Banner must be initiated after completion of the I-9 Form to initiate payroll. Whenever possible this should be completed prior to the first day of work.

**All temporary hires not following one of the 5 exceptions must follow the documented hiring process in PeopleAdmin.**