The link to order form is on right-hand side of the page.

WHAT TO CONSIDER BEFORE REQUESTING A TEMPORARY EMPLOYEE

- Why do you need a temporary employee? (e.g. a project, leave coverage, filling a vacancy)
- When do you anticipate needing to have a temporary employee start working for you?
- What are there specific skills or program/system experiences needed for this position?
- What is the expected schedule for this position? (e.g. Monday–Friday, 8 a.m.–5 p.m.)
- What hourly rate do you anticipate for this role? (If you don't know, that's okay—we can help!)
- What is the dress code for this position? (e.g. no jeans, scrubs)
- Are there specific arrival instructions or directions the selected candidate should be aware of?

REQUIREMENTS FOR SUBMITTING A JOB ORDER THROUGH UTEMPHIRES (UTH)

- UW NetID(s) for the position's supervisor, Workday Time & Leave Approver, and billing contacts (one of whom should be the person who reconciles budgets for your department).
- Cost Center(s) on which you want the charges to occur.
- Workday supervisory organization that position will be assigned to.
- Working title, and the estimated start and end dates.
- Reason for temporary staffing need, a basic job description, location, and dress code.

NOTE: If you do not receive the automated email from utemp@uw.edu soon after submitting a job order, please send us an email so we can check our system to make sure it came through.

HOW TO CHANGE THE JOB ORDER AFTER IT’S BEEN SUBMITTED THROUGH UTH

- Extension requests must be done by contacting UTemp Staffing. Do not use the My HR Tools Extension Tool; UTemp's process is different than direct hires.
- Email or call the staffing specialist assisting you, or email utemp@uw.edu.

HOW TO COPY A PREVIOUS JOB ORDER SUBMITTED THROUGH UTH

- From the UTH Department Dashboard, select the job you wish to copy from the list of Active Jobs or Inactive Jobs.
- Click the Copy button at the top of the job order, and modify the new order with estimated start and end dates, updated cost center(s), etc.
- Click to submit your new job order!
ABOUT UTEMP - WHAT TO EXPECT:
Temps should have reviewed the UTemp Staffing Temporary Orientation, which goes over expectations including but not limited to: time-tracking, paychecks, benefits, union eligibility, many UW policies, etc.

WHAT YOU SHOULD DO & KNOW BEFORE TEMPORARY EMPLOYEE STARTS:
- Arrange access to departmental files or programs they’ll need to use (e.g. I:drive, Workday security role) as well as badges for any building/department access.
- If possible identify a back-up time & leave approver, as this will help reduce the need for under/over payment requests and ensure that timesheets get approved on time.
  - Reminder emails go out to temps and approvers two days before timesheets need to be submitted. Time must be submitted by the 15th or last day of the month!
- The Primary Billing Contact for your job will receive the billing information via email, while all the billing contacts have access to the billing history on the UTH Department Dashboard.

AFTER YOUR TEMPORARY EMPLOYEE STARTS WORKING:
- Introduce the temp to people in the department with whom they will be interacting.
- The supervisor and the temp should exchange contact information, in case of an urgent issue.
- Walk through your location’s Employee Health & Safety information, in case of emergency or drill.
- Have the employee complete training specific to your department’s requirements (e.g. HIPPA).
- End-of-assignment reminder emails are automatically sent two days before the temp’s end date.
  - If you need to extend the assignment, you may reply to the email with a new end date.
  - UTemp will review the temp’s remaining eligible temp hours and respond to you.
  - Please confirm with your temp that they are open to remaining on the job.
- If you need to end the assignment earlier than scheduled, contact your staffing specialist so we can change the date in our system and Workday.
  - If you are comfortable doing so, communicate the new end date to the temp.
  - Your UTemp staffing specialist is happy to assist with this if you prefer.
- If any questions or issues arise that you are not able to resolve, we’re here to help! Please contact your staffing specialist or send an email to utemp@uw.edu.

AFTER THE ASSIGNMENT ENDS:
The supervisor will receive an email request to complete an evaluation of the temporary employee’s performance via the UTH dashboard, as well as the quality of service you received from our UTemp team.