



UTempHires Job Order Checklist

REQUEST A TEMPORARY EMPLOYEE HERE: <http://bit.ly/UTempMgr>
The link to the order form is on the 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 the specific skills, knowledge and experience needed for this position?
- What is the expected schedule for this position? (e.g. Monday–Friday, 8 a.m.–5 p.m.)
- How long do you anticipate needing the services of a temp employee?
- 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, steel-toed boots, fragrance free)
- 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 & Absence Approver, and billing contacts, one of whom should be the person who reconciles budgets for your department.*
- Budget Number(s)** on which you want the charges to occur. *The employee will be paid on UTemp's cost center, and then UTemp bills after payroll has processed.*
- Workday Supervisory Organization** into which the position will be assigned. (If you don't know, that's okay—UTemp can help!)
- Working Title**, and the estimated **Start** and **End Dates**. (UTemp will assign the job code.)
- Reason** for temporary staffing need, a basic **Job Description, Location, and Dress Code**.

NOTE: If you do not receive an automated confirmation email from utemp@uw.edu soon after submitting a job order, please contact us at your earliest convenience. It's likely there was an error, and we did not receive it. We aim to connect with clients within 4 hours of receiving a new job order.

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

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

▶ HOW TO COPY A PREVIOUS JOB ORDER SUBMITTED THROUGH UTH

- After logging into UTH with your UW NetID and password, from this **Dashboard**, you may see your current, **Active Jobs**, as well as **Inactive Jobs** that have ended. To clone a position from an existing or previous job order, click **View Job Order** on the position you wish to copy from the list, and click **Copy**.
- 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!



You've requested a temp... *Now What?*

ACCESS THE UTH DEPARTMENT DASHBOARD HERE: <http://bit.ly/UTemp-Mgr-Dash>

▶ ABOUT UTEMP - WHAT TO EXPECT

Your assigned temporary employee comes with a UW NetID, and they should have reviewed the **UTemp Staffing Temporary Orientation**, which covers expectations including but not limited to: time-tracking, pay & benefits, union eligibility, and various UW policies.

▶ WHAT YOU SHOULD KNOW BEFORE YOUR TEMPORARY EMPLOYEE STARTS

- ❑ Arrange for badges or keys for building or department access, as well as request access to departmental files or programs they'll need to use in their role (*e.g. I:drive, ASTRA, Workday security role*)
- ❑ Identify the **Time & Absence Approver** who will be responsible for approving time in Workday.
 - Reminder emails go out to temps and approvers two days before timesheets need to be submitted.
 - Best practice is to have time entered, submitted, and approved *by the 15th or last day of the month!*
 - This helps ensure that timesheets get approved on time and reduces delay of payment.
- ❑ 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.
- ❑ Discuss procedure for calling in sick. Temps are eligible for a limited amount of sick leave, which your department will need to approve when indicated on the timesheet, although use of sick leave will not be charged to the department.
- ❑ 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).
- ❑ An "end-of-assignment" email will be sent to the supervisor 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 a request via email to complete an evaluation of the temporary employee's performance, as well as the quality of service you received from our UTemp team. This information is very important to UTemp as we seek to refine the delivery and quality of our services.