

UTempHires Job Order Checklist

REQUEST UTEMP SERVICES 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 UTEMP STAFFING SERVICES

- Why do you need a temp, or non-permanent, employee? (e.g. a project, leave coverage, filling a vacancy)
- When do you anticipate needing to have an 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 this fixed-term 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 of which the selected candidate should be aware?

▶ REQUIREMENTS FOR SUBMITTING A JOB ORDER THROUGH UTEMPHIRE (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.
- 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 position details.
- Reason** for temporary staffing need, a basic **Job Description**, **Location**, and **Duration**.
- Cost Center(s)** on which you want the charges to occur. The employee will be paid on UTemp's cost center, and then UTemp bills your cost center(s) directly through Temporary Office Services (SC1016) after payroll has processed. We also need the following worktags: **Fund (FD)**, **Function (FN)**, **Balancing Unit (BU)**, and if applicable to your budgets, we can collect **Resource (RS)**, **Program (PG)**, **Gift (GT)** or **Grant (GR)**.
- NOTE:** If you do not receive an automated confirmation email from **utemp@uw.edu** after submitting a job order, please contact us at your earliest convenience. It's likely there was an error, and we might not have received it. We aim to connect with clients within 24 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. 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 your UTemp **Dashboard**, you will 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**.

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

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

▶ **ABOUT UTEMP - WHAT TO EXPECT** Behind the scenes, UTemp is working to:

- Identify the correct job classification and appropriate rate of pay to create a position in Workday:
 - hourly-paid, non-permanent classified; or
 - hourly-paid, professional staff, temporary.
- Identify a candidate who will be a good match for your interim staffing needs, based on their combined knowledge, skills, abilities, prior work experience, availability and interest in the position.
- Ensure the candidate we identify for you is eligible for employment by completing screening and onboarding requirements, such as interviewing and skills assessment, completing references and background checks, and assessing employment eligibility (review of prior UW employment history, perform I-9 requirements, etc).
- Complete business processes in Workday related to hire, change job, termination, and position management.
- Complete monitoring and administration requirements associated with employee relations, inclusivity, and compliance.

▶ **WHAT YOU SHOULD DO BEFORE YOUR UTEMP STAFFING EMPLOYEE STARTS**

- Arrange for badges or keys for building or department access, as well as request access to departmental files, programs, or online systems that they'll need to use in their role.
- Confirm 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.
- Confirm the **Primary Billing Contact** who will receive the billing information via email. (While all the billing contacts have access to the billing history on the UTH [Department Dashboard](#), the ISD only goes to the primary.)

▶ **AFTER YOUR UTEMP EMPLOYEE STARTS WORKING**

- Discuss job duties, and performance expectations related to work schedule, breaks, and time off.
 - UTemp employees are eligible for sick leave, vacation, and holiday credit, which your department will need to approve when indicated on the timesheet.
- Orient employee to work location, building access and evacuation, and other health and safety procedures.
- Introduce the employee to other employees in your department with whom they may interact or support in the course of their work, and provide contact information, so the employee can reach you directly, as needed.
- Provide any onboarding or training specific to your department or work area, as well as arrange for the employee to complete required UW onboarding and training requirements.

▶ **AFTER THE ASSIGNMENT ENDS**

- 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 that email with a new end date and reason.
 - UTemp will review the eligible for extension, respond to you, and extend the position if possible.
 - A request to complete a performance evaluation for the employee and UTemp will also be sent.
- If you need to end the assignment earlier than expected, contact your staffing specialist. If you are comfortable doing so, communicate the new end date to the temp. Otherwise UTemp may assist with this.