

Hiring a Temporary Employee

What is a temporary employee?

A temporary or occasional employee is defined as one who is scheduled to work less than 1000 hours annually or is employed to work for a period of less than nine months with no provision for extension of the duration of the employment period. Employees who are hired on a temporary or occasional basis are entitled to no benefits (other than Workers' Compensation benefits).

What do I do to hire a temporary employee?

If you have a need for temporary staffing, you should contact the Employee Services Manager at extension 5241 to begin the process. If the Human Resources Department is unable to provide a qualified candidate, HR will coordinate staffing through the approved staffing agency.

What about minors?

It is the policy of the University to permit the temporary employment of young people who are at least 16 years of age but less than 18 years of age. In addition to the usual employment paperwork, minors are required to have on file with HR an approved Youth Employment Certificate, a signed Consent for Medical Treatment of a Minor, and a signed Consent for Release of Drug-Screen Results. These forms must be obtained from Human Resources.

Once I've chosen a candidate, what's next?

- When a candidate has been selected for temporary employment on the WFU payroll, complete the [Request for Approval to Hire Temporary Employee](#) and fax to HR at x6127.
- HR will review the request and fax it back to you, when approved.
- The candidate should complete a WFU application and take/send it to HR.
- The new employee should be sent to HR as soon as possible to complete new hire paperwork and go for a drug screen, if necessary. **All new (and returning inactive) staff who will be employed for more than 90 days must successfully complete a drug screen before employment may begin.**
 - New employees will need to bring documentation for I-9 form: for most people, this is driver's license (or other government ID) and Social Security card. A passport (expired or current) will also work. We must have a copy of the Social Security card for payroll purposes.
 - All employees must set up direct deposit of their pay, so they should bring a voided check or savings account withdrawal slip.
- All new temporary employees are required to attend Campus Safety Training. The sessions are held once per month from 1:00 to 2:20 pm in Room 101, Reynolda Hall

Will the temporary employee have a timecard?

All non-exempt staff will be on the biweekly payroll. They will report hours worked using either a time clock, or the WIN time and attendance reporting system. The hiring department may choose to have a supervisor record hours by "assuming ownership" of the timecard, or train the temporary employee in WIN usage.

Will the temporary employee get a WFU ID card?

Temporary employees do not get an ID card, unless they need to swipe a time clock.

How does the temporary employee get WIN access?

All new staff will be assigned a WIN login and a WFU ID number at the time employment paperwork is processed. Contact the IS Help Desk at x4357 for further information.