

Procedure:	Temporary Help Non-Instructional Employment	Reference No.: 2.4
Authority:	College President	Cross Reference: Policy 1.3
Approved:	July 22, 1992	
Revised:		

This procedure applies to filling authorized temporary non-instructional positions. This procedure does not apply to adjunct employment, test administration, advisement, writing sample evaluation, student employment, or grant funded positions.

Examples of covered employment:

- Clerk, FT Temporary, Security
- Equipment Manager, PT Temporary, Physical Education
- Keyboard Specialist, PT Temporary, Business Division
- Library Clerk, PT Temporary Evening, Library

Positions for this type of employment may be authorized either through the annual budget process or by completing a Personnel Action Request.

Procedure - New Employees:

Following administrative approval of Personnel Action Request (PAR), departments must contact the Human Resources Office to determine appropriate recruitment procedures (canvassing, advertising, internal search, etc.). When final selection has been made, the hiring department must submit the appropriate completed Authorization to Employ Professional Personnel or Clerical and Maintenance Personnel to the Human Resources Office. Based upon the approved Authorization to Employ, the Human Resources Office will extend an offer of employment. Only the Human Resources Office may extend an offer of employment. The offer of employment constitutes a commitment of resources, which is also covered under BOT Policy.

As with all new employees, Human Resources will schedule an appointment for orientation and processing prior to employment. A start date of employment will be established at this time. No temporary help non-instructional position may be filled until employment processing has been completed. It is the hiring department's responsibility to ensure the employment process is completed in a timely way.

Human Resources will record on the Personnel Data Record (PDR) assignment information including approved biweekly hours and FTE supplied by the Budget Office on the PAR. Human Resources will complete the PDR and forward to payroll.

Payroll will create an assignment on the HRS system based on the PDR. Employees will be paid based on biweekly time reports approved by their supervisor and submitted to payroll.

Following approval of continuing position funding in the annual budget, the Budget Office will provide the departments and the Payroll Office with the approved assignment information. This includes funded titles, employee names, authorized annual hours and budget allocation, biweekly hours and FTEs.

Payroll will create an assignment on the HRS system based on the approved budget. Employees will be paid based on biweekly time reports approved by their supervisor and submitted to payroll.