University of Colorado Denver | Anschutz Medical Campus
Process for Hiring Nine Month Classified Temporary Employees

Please Note: Positions are limited to nine months of continuous employment with a four month break OR nine months of employment in any 12 month period followed by a four month break. One day worked in a month is equal to one month towards the nine month period. Temporary employees are paid on a bi-weekly/hourly basis.

Important: If the individual you are hiring is a retiree, please indicate so when responding to the questionnaire below.

1. Send an e-mail request to Human Resources at HR.newtemp@ucdenver.edu with the subject line: REQUEST TO HIRE A NINE MONTH CLASSIFIED TEMP

2. Please attach a brief job description for the position when submitting the following questionnaire to HR.newtemp@ucdenver.edu:

Temporary Questionnaire
- Are the job duties provided in the job description performed on a temporary basis? Please explain.
- Do you plan to fill the job on a permanent basis? Please explain.
- Is the individual a current student? If yes, the individual must be hired as a student employee.
- Is the individual a retiree? If so, please contact HR.staffworkingretiree@ucdenver.edu
- Anticipated start date:
- First and last name of the temporary hire:
- Employee ID:
- Hourly rate of pay:
- Speed type to be charged:

Human Resources will review the request and identify the appropriate job code for you to use. Please also see the “University Staff/ Exempt Temporary Hire Process Guideline” for additional information.
Once you receive an approval email from HR.newtemp@ucdenver.edu, please:

1. Create a Temporary Aide position (job code P1A1XX) in HCM and notify HR.newtemp@ucdenver.edu with the POS ePAR for position approval.

2. Draft the offer letter and forward it to HR.newtemp@ucdenver.edu for review.

3. After you receive approval of the draft, submit a fully signed copy of the letter of offer to HR.newtemp@ucdenver.edu.

4. Enter or update the individual’s information, and hire or transfer into HCM and notify HR.newtemp@ucdenver.edu with the HIR ePAR number.

5. The following required forms must be completed and submitted as indicated below:

   a. I-9 Employment Eligibility form – submit to HR.I-9@ucdenver.edu
   b. Social Security form (attachment to classified letter of offer template) – submit to HR.newtemp@ucdenver.edu as part of the letter of offer
   c. Background Check Request - http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/BackgroundCheckForm/Pages/form.aspx
   d. W-4 – may be completed through the employee’s portal
   e. Direct deposit – may be completed through the employee’s portal

Additional information for temporary hires can be found on the Human Resources website under the “Temporary Staff” section: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Pages/Employment.aspx