University of Colorado Denver | Anschutz Medical Campus
Process for Hiring Nine Month University Staff/Exempt
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 UNIVERSITY STAFF/EXEMPT TEMP (and the person’s name if you know who you are hiring)

2. Please provide a brief job description for the position when submitting the following questionnaire:

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.staffworkingretriee@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. Please also see the "Classified Temporary Hire Process Guideline" for additional information.

October 2016
University of Colorado Denver | Anschutz Medical Campus
Process for Hiring Nine Month University Staff/Exempt
Temporary Employees

Once you receive an approval email from Human Resources, please:

1. Create a temporary position based on the approval received from HR.newtemp@ucdenver.edu in
   HCM and notify HR.newtemp@ucdenver.edu with the POS ePAR number 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/BackgroundC
      heckForm/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