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 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? If yes, please explain.
- Do you plan to fill the job on a permanent basis? If yes, please explain.
- Is the individual a current student? If yes, the individual must be hired as a student employee. Please contact the Student Employment Office for more information.
- Is the individual a PERA retiree?
- Anticipated start date:
- First and last name of the temporary hire:
- 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 “University Staff/Exempt Temporary Hire Process Guideline” for additional information.

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

1. Create a Temporary Aide position (job code P1A1XX) in HRMS and notify HR.newtemp@ucdenver.edu for position approval.

2. Draft the offer letter and forward it to HR.newtemp@ucdenver.edu.
3. Enter or update the individual’s information, and hire or transfer into HRMS.

4. Submit a fully signed copy of the letter of offer to HR.newtemp@ucdenver.edu.

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

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<tr>
<th>Form Needed:</th>
<th>Action Needed:</th>
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<tbody>
<tr>
<td>The I-9 Employment Eligibility Form and the Affirmation of Legal Work Status form must be completed and certified by the department and sent to Human Resources within three days of hire.</td>
<td>Enter into HRMS then forward form and documentation to Human Resources: <a href="mailto:HR.I-9@ucdenver.edu">HR.I-9@ucdenver.edu</a></td>
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<tr>
<td>The Social Security Form 1945 is included with the temporary offer letter. Once signed, send the letter and Social Security statement to HR.</td>
<td>Forward to <a href="mailto:HR.newtemp@ucdenver.edu">HR.newtemp@ucdenver.edu</a></td>
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<tr>
<td>The Background Investigation form should be submitted and results returned before the start date of the new hire.</td>
<td>Submit electronically using the online form</td>
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<td>The W-4 form should be completed and mailed to Employee Services.</td>
<td>Forward to Employee Services.</td>
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<tr>
<td><strong>Direct deposit</strong> form should be completed and mailed to Employee Services.</td>
<td>Forward to Employee Services.</td>
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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