



University of Colorado Denver

Administrative Policy

Title: Six Month Temporary Employee Hiring Process

Source: Human Resources Department

Prepared by: Assistant Vice Chancellor, Human Resources

Approved by: Vice Chancellor for Administration and Finance

Effective Date: February, 2010

Replaces: July 1, 2007

Reference: State Personnel Rules and Personnel Director's Administrative Procedures (Rules)

Applies: All campuses

A. Introduction

Temporary appointments at the University of Colorado Denver (UCD) shall be for a period not to exceed six months in a twelve month period. Note that one day worked in a month counts as a month worked. Temporary employees are at will, paid on an hourly basis, and do not have all of the rights and benefits provided to permanent employees except those mandated by law.

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C. Hiring Steps

Unless specifically noted, all steps are required. 'Unit' refers to the department, school, college or unit in which the position is located. HRMS refers to the university human resources management system. Items underlined in blue are direct links to documents, websites or email addresses.

1. Forward the following information via e-mail to Human Resources, HR.NewTemp@UCDenver.edu, with subject line – Request to Hire a 6-month Classified Temp:
 - General description of the duties of the position
 - [Draft offer letter](#)
2. Unit creates or updates a Temporary Aide position (class code P1A1XX) in Organizational Development in HRMS. Do NOT change a permanent position to a

temporary, or vice versa. These are two different employment groups and the positions should be used consistently. HR will approve the actions in HRMS.

3. Candidates must complete the [University of Colorado Denver Background Disclosure and Authorization Form](#) and fax it to 303-315-2725. A temporary employee may begin work immediately; however their appointment is contingent on passing the background check. HR will NOT approve the hire in HRMS unless this form has been received.
4. The salary range is between minimum wage and the statutory lid, as published by the Department of Personnel and Administration. The salary should also be consistent with market data for similarly performed work. If an employee in a temporary position competes for and is appointed to a permanent position within the University of Colorado Denver, the salary for the permanent position is based on current University of Colorado Denver compensation policies. The temporary salary constitutes no commitment to the salary in the permanent position. Please contact the HR Compensation Specialist for guidance on appropriate salaries.
5. Individuals appointed to a Temporary Aide position will contribute to the Public Employee Retirement Association (PERA) in place of Social Security.
6. Unit navigates in HRMS to *Workforce Administration* and completes *New Hire*. These actions are approved by the HR Technician.
7. Unit collects required employment eligibility paperwork including:
 - [Form I-9](#) (send original to Human Resources Office)*
 - [Employee Self ID Form](#)

*Form I-9 - Department/Unit is responsible for the completion of the I-9 Form and affirmation form. If no one in the Department/Unit is trained in Form I-9 completion, employee must go to Human Resources Office within three (3) days of hire.
8. Terminate employee from the HRMS system once the temporary appointment has ended.

D. Other Resources

Check the Payroll and Benefits Services website (<https://www.cusys.edu/pbs/payadmin/forms-payroll/index.html>) for other required employment forms.

For additional assistance please e-mail HR.NewTemp@ucDenver.edu or call 303-315-2700.