A. Introduction

Temporary appointments at University of Colorado Denver (UCD) shall be for a period not to exceed six months in a twelve month period. 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 system. Jobs at CU refers to the web based job posting and applicant system. Items underlined in blue are direct links to documents, websites or email addresses.

1. 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 vise versa. These are two different employment groups and the positions should be used consistently. Insert a row in Organizational Development, using recruit (REC) as the action reason. HR will approve the actions in HRMS, and the position information automatically feeds overnight into JobsatCU.

2. Follow the Waiver process for Classified Temporary Aides in JobsatCU when a prospective hire is identified. Unit completes the job posting to include a brief description of the work, attaches the Offer Letter - Six Month Temporary in the
documents tab and documents the prospective hire’s name in the Notes/History section of JobsatCU. HR approves the waiver, emails the unit the Quicklink so the applicant can submit an application and resume. Once the applicant applies, HR will designate the position as filled. It is the Unit’s responsibility to submit a signed offer letter (and the SSA-1945 form) to HR.

3. Prepare a detailed job posting, including minimum qualifications, and instructions to applicants, and the standard background consent and diversity statements when a prospective hire has NOT been identified.

4. Candidates must complete the University of Colorado Denver Background Disclosure and Authorization Form and fax it to 303-315-2721. A temporary employee may begin work immediately; however their appointment is contingent on passing the background check.

5. 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 University of Colorado Denver, the salary for the permanent position is based 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.

6. Individuals appointed to a Temporary Aide position will contribute to the Public Employee Retirement Association (PERA) in place of Social Security. If they are appointed to a permanent position, regardless of employment type, they will continue to contribute to PERA.

7. Unit navigates in HRMS to Workforce Administration and completes New Hire. These actions are approved by the HR Technician in the Employment Services unit in HR.

8. Unit collects required employment eligibility paperwork including:
   - Form I-9 (send original to Human Resources Office)*
   - Employee Self ID Form
   - Copy of social security card. (Only required if used for Form I-9 documentation.)

   *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.

9. 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 Human Resources or call 303-315-2700.