

University of Colorado Denver | Anschutz Medical Campus

Process for Hiring Nine Month University Staff/Exempt, Classified, and Research 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.

Submit a request via the online form at https://ucdenverdata.formstack.com/forms/temp_questionnaire

1. Human Resources will review and will email you indicating what job code to use

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

2. In HCM: Create a temporary position based on the approval received from HR.newtemp@ucdenver.edu and notify HR.newtemp@ucdenver.edu with the transaction number for position approval.
3. Draft the offer letter and forward it to HR.newtemp@ucdenver.edu for review.
4. After you receive approval of the draft, submit a fully signed copy of the letter of offer to HR.newtemp@ucdenver.edu.
5. Enter or update the individual's information, and hire or transfer into HCM and notify HR.newtemp@ucdenver.edu with the hire transaction number. For assistance on entering transactions into HCM please refer to the [HCM Community](#) website.
6. The following required forms must be completed and submitted as indicated below:
 - I-9 Employment Eligibility form – via HireRight
 - Background Check Request -
 - https://ucdenverdata.formstack.com/forms/background_check_request
 - W-4 - may be completed through the employee's portal
 - 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 Employee Categories - "Temporary Staff" section.

<http://www.ucdenver.edu/about/departments/HR/ResourcesforHRBusinessPartners/employeecategories/Pages/temporarystaff.aspx>

Please note: Temporary Employees may also be hired through a temp agency. Temporary services requested through an agency are processed by the [Procurement Service Center](#). This is a separate process from the process outlined above. Temporary employees hired through PSC are still subject to the 9 month rules as outlined above.

If you need to post on CU Careers for a position please see the 9 month [temporary workflow](#) and contact HR.newtemp@ucdenver.edu for more information on posting 9 month temporary positions.