University of Colorado Denver
Process for Hiring Nine Month University Staff/Exempt, Alternate, 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 new position or update an existing position based on the approval received from HR.newtemp@ucdenver.edu and notify HR.newtemp@ucdenver.edu of the position number for position approval.

3. Using the template provided by Human Resources, 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.

https://www.ucdenver.edu/offices/human-resources/hr-business-partners/employee-categories/9-month-temporary

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.