

## UTempHires Job Order Checklist

**Request a Temporary Employee** by clicking the link via this URL:

<http://bit.ly/UW-UTemp-Mgr> (link to order form is on right-hand side of the page)

### ▶ **WHAT TO CONSIDER BEFORE REQUESTING A TEMPORARY EMPLOYEE**

- Why do you need a temporary employee? (e.g. a project, leave coverage, filling a vacancy)
- When do you anticipate needing to have a temporary employee start working for you?
- What are the specific skills or program/system experiences needed for this position?
- What is the expected schedule for this position? (e.g. Monday–Friday, 8 a.m.–5 p.m.)
- What hourly rate do you anticipate for this role? (If you don't know, that's okay—We will recommend!)
- What is the dress code for this position? (e.g. no jeans, scrubs)
- Are there specific arrival instructions or directions the selected candidate should be aware of?

### ▶ **REQUIREMENTS FOR SUBMITTING A JOB ORDER THROUGH UTEMPHIRES (UTH)**

- UW NetID(s) for position *supervisor*, *timesheet approvers*, and *billing contacts* (one of whom should be the person who reconciles budgets for your department)
  - Operational budget number(s) on which you want the charges to occur
  - Working title, estimated hourly pay rate (if known), estimated start and end dates
  - Reason for temporary staffing need, a basic job description, location, and dress code
- NOTE:* If you do not receive the automated email from utemp@uw.edu soon after submitting a job order, please send us an email so we can check our system to make sure it came through.

### ▶ **HOW TO CHANGE THE JOB ORDER AFTER IT'S BEEN SUBMITTED THROUGH UTH**

- Email or call the staffing specialist assisting you, or email utemp@uw.edu.
- Extension requests must be done by contacting UTemp Staffing. Do not use the **My HR Tools Extension Tool!** UTemp's process is different than direct hires, as we process this request for you!

### ▶ **HOW TO COPY A PREVIOUS JOB ORDER SUBMITTED THROUGH UTH**

- From the UTH **Department Dashboard**, select the job you wish to copy from the list of **Active Jobs** or **Inactive Jobs**.
- Click the **Copy** button at the top of the job order, and modify the new order with estimated start and end dates, updated budget number(s), etc.
- Submit the new job order!

## You've requested a temp...*Now What?*

Access the UTH **Department Dashboard** by logging in with your UW NetID via this URL:  
<http://bit.ly/UW-UTemp-Mgr> (link to Dashboard is on right-hand side of the page)

### ▶ **ABOUT UTEMP - WHAT TO EXPECT:**

- ◇ UTemp will forward the temp's EID and UW NetID to you so you to request systems' access.
- ◇ Temps should have reviewed the **UTemp Staffing Temporary Orientation**, which goes over expectations including but not limited to: time-keeping, paychecks, benefits, union eligibility, many UW policies, etc.

### ▶ **WHAT YOU SHOULD DO & KNOW BEFORE TEMPORARY EMPLOYEE STARTS:**

- ◇ Arrange access to departmental files or programs they'll need to use (i.e. I:drive, OPUS, EPIC, etc.) as well as badges for any building/department access.
- ◇ Indicate a back-up **timesheet approver**, as this will help reduce the need for under/over payment requests and ensure that timesheets get approved on time.

*NOTE:* Reminder emails go out to temps and approvers two days before timesheets need to be submitted. (Timesheets are always *due by the 15th or last day of the month!*)

- ◇ The **Primary Billing Contact** for your job will receive the billing information via email, while all the billing contacts have access to the billing history on the UTH **Department Dashboard**.

### ▶ **AFTER YOUR TEMPORARY EMPLOYEE STARTS WORKING:**

- ◇ Introduce the temp to people in the department with whom they will be interacting.
- ◇ The supervisor and the temp should exchange contact information, in case of an urgent issue.
- ◇ Walk through your location's Employee Health & Safety information, in case of emergency or drill.
- ◇ Have the employee complete training specific to your department's requirements (e.g. HIPPA).
- ◇ End-of-assignment reminder emails are automatically sent two days before the temp's end date.
  - ◆ If you need to extend the assignment, you may reply to the email with a new end date.
  - ◆ UTemp will review the temp's remaining eligible temp hours and respond to you.
  - ◆ Please confirm with your temp that they are open to remaining on the job.
- ◇ If you need to end the assignment earlier than scheduled, contact your staffing specialist.
  - ◆ If you are comfortable doing so, communicate the new end date to the temp.
  - ◆ Your UTemp staffing specialist is happy to assist with this if you prefer.
- ◇ If any questions or issues arise that you are not able to resolve, please contact your staffing specialist or our main UTemp contacts. We are all here to help you!

### ▶ **AFTER THE ASSIGNMENT ENDS:**

- ◇ The supervisor will receive an email request to complete an evaluation of the temporary employee's performance, as well as the quality of service you received from our UTemp team.