Processing HR Paperwork for Temporary Staff:

1. Position is posted in Cornerstone and follows the appropriate competitive process.
2. An offer is made to the potential employee and the individual is moved to “Offer Letter” in Cornerstone.
3. Once offer is accepted, the potential employee is moved to “Background Check” in Cornerstone.
4. The Personnel Action Form (PAF) is completed and sent to HR. HR recommends that this process begin at least one month prior to the anticipated start date.
5. The request for a background check (BGC) is submitted to RedTail and an email is then sent to potential employee for completion. Communication to your potential employee is vital to ensure they know to check their email for this process. Background check information sheet from RedTail
6. The potential employee must complete the BGC online in a timely manner in order to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.
7. If the potential employee is new to the University, they will need to come by our office to complete the Tax Packet before they can begin working. This is good to do while waiting on the BGC to be cleared. The potential employee cannot start work until ALL paperwork has been submitted to HR.
   a. The potential employee will need to bring two forms of original ID (Examples: Driver’s license, Social Security Card, Birth Certificate, Passport). Keep in mind that must be the original forms of ID (We cannot accept copies of these IDs) and that both documents have the exact same name on them.
   b. The potential employee will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
   c. Please notify HR of any potential employees that are not local as they will need to complete certain forms with a notary.
8. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
   a. In the clearance email, HR will also notify the department of any remaining paperwork that must be completed by the potential employee and if the start date needs to be updated.

Reminders for hiring temporary staff:

- Temporary staff cannot work more than 19 hours per week.
- If the temporary staff has never worked for the University and they are not in a seasonal position, HR policy allows for 3 months at 40 hours each week on a one time basis. After the 3 months have passed, the employee must be terminated or moved to 19 hours per week via PAF or moved to a benefit position as long as job has been posted and a competitive process was followed.
- All temporary staff are paid on an hourly basis every two weeks. Biweekly Pay Date Calendar
- Minimum wage is currently $7.25/hr.
- Temporary staff earnings hit the wage line of the budget.
- Seasonal employees can be hired for up to three months once a year. They can work 40 hours a week while in this position. They cannot work at any other time throughout the year. USM students, graduate assistants, and adjuncts are not considered seasonal employees.