

UTempHires Job Order Checklist

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

- Why do you need a temporary employee? (e.g., a project, leave coverage, filling in for a vacancy)
- When do you anticipate wanting a temporary employee to start?
- Are there specific skills or program/system experiences sought 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 can help!)
- What is the dress code for this position? (e.g., no jeans, etc.)
- Are there specific arrival instructions or directions the selected candidate should be aware of?

▶ **REQUIREMENTS FOR SUBMITTING A JOB ORDER**

- UW NetID(s) for position *supervisor, timesheet approvers, and billing contacts* (should be the person who reconciles budgets for your department)
- Budget number(s)
- Working title, estimated hourly pay rate, 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.

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

- Email or call the staffing specialist assisting you, or email utemp@uw.edu.

NOTE: Extension requests must be done by contacting UTemp Staffing.
The MyHRTools Extension Tool **does not** apply to UTemp temporary employees.

▶ **HOW TO COPY A PREVIOUS JOB ORDER**

- From the 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
- Modify the new job order, specifically estimated start and end dates, and budget number(s)
- Submit the new order!

You've requested a temp...*Now what?*

▶ **ABOUT UTEMP/WHAT TO EXPECT:**

- ✦ If needed to request systems accesses, UTemp will send over the NetID and EID of your temp.
- ✦ Temps should have reviewed the **UTemp Staffing Temporary Employee Orientation**, which goes over expectations, benefits, timesheets, paychecks, many UW policies, and much more.

▶ **WHAT YOU SHOULD DO AND KNOW BEFORE THE TEMPORARY EMPLOYEE STARTS:**

- ✦ Arrange access to programs they'll need to use (*i.e.*, *OPUS*, *EPIC*, *etc.*), as well as badges for any building/department access.
- ✦ Indicate a backup timesheet approver; this will help reduce the need for under/over payment requests and ensure that timesheets get approved on time.
 - Reminder emails to temps and approvers go out two days before timesheets need to be submitted. (Timesheets are always due the 15th and last day of the month, even if they fall on a weekend.)
- ✦ The **Primary Billing Contact** for your job will receive the billing information via email, while all billing contacts have access to the billing history on the **UTemp Manager Dashboard**.

▶ **AFTER YOUR TEMPORARY EMPLOYEE STARTS:**

- ✦ Introduce the temp to people in the department that they will be interacting with.
- ✦ The supervisor and the temp should exchange contact information in case of urgent needs.
- ✦ Walk through your location's **EHS information** in case of an emergency or fire drill.
- ✦ Have them complete any training specific to your department's requirements (*e.g.*, *HIPAA*).
- ✦ End-of-assignment reminders are automatically emailed two days before the temp's end date.
 - If you need the assignment extended, you may reply to that email with new end date.
 - 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 that if you prefer.
- ✦ If any questions or issues arise that you are not able to resolve, please contact your staffing specialist/UTemp Staffing! We're here to help.

▶ **AFTER THE ASSIGNMENT ENDS:**

- ✦ The supervisor will receive an email asking them to complete an evaluation of the temporary employee, and UTemp's service.