

Guidelines for Hiring a Temporary Employee

- 1) Create new temporary position in PeopleAdmin 7
[http://www.westga.edu/assetsDept/hrpay/Temporary_Employment-Creating_a_Temporary_Position_Job_Aid-1-20-2016\(1\).pdf](http://www.westga.edu/assetsDept/hrpay/Temporary_Employment-Creating_a_Temporary_Position_Job_Aid-1-20-2016(1).pdf)
- 2) Once all approvals for the position have been obtained and funding has been secured, the position will be posted for a minimum of 5 business days
- 3) Hiring Manager will review all applications and interview a minimum of 3 that meet the qualifications
- 4) Once a candidate has been selected, the hiring proposal should be completed in PeopleAdmin 7 and submitted to HR for review
- 5) Once hiring proposal has been reviewed/approved, hiring manager is free to offer the position to the selected candidate
- 6) Hiring manager should complete a PAR and forward to Human Resources
- 7) Human Resources will mail the temporary offer letter to the new employee with instructions as to when to report to work and new hire paperwork to be completed
- 8) Hiring Manager to submit a Separation PAR to separate the employee at the end of the temporary assignment.

For any questions please contact Rebecca McGee at 678.839.6412.

Notes:

- * All temporary positions with employment periods that exceed 3 business days must be posted through PeopleAdmin
- * All temporary-exempt positions must be posted through PeopleAdmin
- * Graduating students or previous students that are no longer enrolled at UWG and plan to continue working at UWG must be terminated as students and rehired as a temporary employee.
- * Temporary positions that hire multiple employees under the same budget position number must all have the same BCAT classification. If the BCAT is different a new budget position number must be established through Budget Services.