

## UWG Procedures for Hiring Temporary Staff

- 1) All temporary positions with employment periods that exceed 3 business days must be posted through PeopleAdmin.
- 2) 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.
- 3) 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.
- 4) The UWG Retiree Employment Services pool is an option for short term temporary employment. To learn more, click [here](#). Contact the HR Business Partner for your division for a list of active retirees.

### Instructions for Creating Temporary Position Request

- 1) Create new temporary position in PeopleAdmin 7. Refer to the [Creating a Temporary Staff Position Job Aid](#) for guidance.
- 2) Once the position has been approved through the workflow, it must be posted for a minimum of 5 business days.
- 3) Three candidates who meet the qualifications must be interviewed. Refer to the [Review Staff Applicants Create a Hiring Proposal job aid](#) for guidance on changing applicant statuses.
- 4) Once a candidate has been selected, the supervisor submits a hiring proposal to HR for review.
- 5) Once hiring proposal has been reviewed/approved, supervisor may offer the position to the selected candidate.
- 6) Hiring manager completes a hire and separation PAR, and forwards both documents 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 when to come to HR to complete new hire paperwork.

### HR Business Partner Contact Information

- Alicia Hargraves at (678) 839-5194 – Division of Academic Affairs
- Tracy Williams at (678) 839-2229 – Divisions of President and Business & Finance
- Lindsay Sneddon at (678) 839-6412 – Divisions of Student Admissions & Enrollment Management, and University Advancement
- Tammy Langley at (678) 839-2541 – Food Services/Dine West
- Timika Boykin at (678) 839-2286 – Campus Planning & Facilities