KENNESAW STATE UNIVERSITY

HOW TO HIRE TEMPORARY PERSONNEL

Updated: February 5, 2020
Summary: This guide will walk you through how to hire a temporary worker/employee.

Hiring a Temp

There are three major steps/processes when hiring temporary personnel:

1. Pre-Hire
2. Hire
3. "On the Job"

1) Pre-Hire

A. First, consult with Human Resources on a direct hire of a temporary employee through HireTouch. This method would mean that the temp employee would be paid through KSU's payroll system, OneUSG. If that is not feasible then hire you may be able to find a temporary employee through one of the Statewide Contracts for temporary services (see list below of job classifications covered by the state contracts).

B. You will need to determine the *Type of Personnel* you need to hire. These staffing personnel classifications can be listed in three categories:

   1. **Clerical/Professional/Administrative**

   - Office/Clerical
   - Accounting/Finance
   - Call Center/Customer Service
   - Legal/Administrative
   - Human Resources
   - Medical/Clinical
   - Medical/Administrative
   - Landscape/Grounds Maintenance
   - Food Services
   - Construction
   - Light Industrial

   For the **Clerical/Professional/Administrative**, you can use any one or more of the State Contracts. Please reference this Temporary Services Statewide Contracts. If you need assistance with a statewide contract or if the temporary service category is not listed please contact your Buyer Partner.

   2. **Information Technology (IT)**

   - Database Administrator/Analyst
   - Computer Operator
   - Developer
   - Help Desk
   - IT Security
   - Network Engineer
   - Programmer

   Information Technology (IT) staffing should be procured via the Mandatory Statewide contract with Computer Aid, Inc. (for the requisition, please reference SWCM #99999-001-000-149-0001).

   Information Technology (IT) Temporary Staffing is managed by the Georgia Department of Administrative Services (DOAS). For specific information please contact Computer Aid, Inc.

> *Prior to contacting any of the statewide contracted suppliers, please have the following requirements ready for your staffing needs:*
> - *Job description*
> - *Rate of pay (estimates are acceptable)*
> - *Work Schedule*

3. **Licensed Professional Staff**

   For **Licensed Professional Staff –** The state of Georgia has exempted from procurement solicitation some State-licensed professionals. The list below highlights exempted licensed professions, specifically cited in O.C.G.A. 50-22-1 and DOAS' State Purchasing Manual. If you would like to hire a State-licensed professional not listed here, please contact your Buyer Partner, so we can seek approval from DOAS. If you need to hire a professional listed among these categories, you can choose *any* individual or company that meets the licensure requirement and will be doing the licensed work for you. The list is as follows:

   - Actuarial Services
   - Architecture

   - Certified Public Accountancy
   - Chiropractic
   - Dentistry
   - Interior Design
   - Landscape Architecture
   - Land Surveying
   - Law

   - Licensed or Accredited Appraisers
   - Licensed or Accredited Financial Analysts Providing Opinions of Value
   - Medicine and Surgery
   - Optometry and Osteopathy
   - Professional Engineering
   - Psychology
   - Registered Professional Nursing
   - Teachers
   - Veterinary Medicine

C. Per the Budget Office, work with your Business Manager and/or Department Head to determine the funding options/sources for your temporary employee. The cost of a temporary employee will be charged to your budget, including the mark-up rates. The mark-up rates of positions on Statewide Contracts are listed in the appendices of the contract. Each department will need to request and receive a quote from the supplier with the estimated hours and agreed upon rate.   Note: it may be less expensive to hire directly through HR as opposed to using an existing contract.

D. Exceptions

If the individual/job classification you wish to hire is not included/represented by any of the Mandatory contracts (either Clerical/Administrative or IT), you can request a waiver. You will need to email purchasing@kennesaw.edu stating why the individual you wish to hire is not represented by any of the contracted firms. Your Buyer Partner will, in turn, request the waiver from DOAS. This process typically takes 2 weeks to complete. If approved by DOAS, then you are free to proceed to hire.

E. Selection Process

Finally, once you have your budget in place, contact the suppliers for candidate resumes. You can now begin interviews. These interviews can either be conducted in person or on the phone depending on business needs and job requirements.

You will need to coordinate with the temporary agency (not the candidate/individual) on an agreed upon pay rate and potential start date. The temporary agency will work with the candidate to confirm the rates and times.

2) Hire

Once you have selected a temporary employee, advise the temporary agency that the candidate(s) must complete the [Registered Visitor Form](#) so that a background check can be completed. This can take approximately 7-10 business days to complete. After clearance from HR, you may proceed.
There are three major steps in the Hire process:

    A. Setting up <u>Access</u> in the systems for the New Hire
    B. Setting up <u>Payment</u>
    C. Confirm <u>Start Date</u> with temporary agency

A. Getting Access

1. You will need to complete a [Registered Visitor Form](#) in order to obtain access and NetID. You will submit this form to HR. Once HR receives this document, the following processes will commence:
   - Criminal Background Check (*completed within 7-10 days*)
   - If position is working with a cash drawer (bookstore) or financial data, please consult with HR for Credit Check requirements.

2. If your temporary employee needs to have access to student or other confidential data, the following forms are needed:
   - [Buckley Form](#) and send to bannerforms@kennesaw.edu.
   - An [IT Request form](#) for computer and IT access.

3. Temporary staff will need to visit the [Parking and Transportation](#) website for information and pricing on your temporary employee parking needs. Departments/colleges should <u>not</u> pay for the parking.

B. Setting up Payment

Submit an [ePro special request](#). A purchase order will be issued. Invoices will be received against the purchase order. You can request a lump-sum (blanket) purchase order. Please be aware all blanket purchase orders will be closed mid-June.
When entering an [ePro special request](#) for temporary staffing, please include the total amount on one line. For example, two temporaries at $25/employee per hour for one month, 40 hours per week totals $9,200.00. (Please note that the Statewide contracted suppliers charge a mark-up for their services. This markup should already be included in the quoted amount for the requisition.)

Job Aids, Speed Keys and Purchasing Codes can be located at
https://fiscalservices.kennesaw.edu/procurement/resources/job%20aids%20and%20purchasing%20codes.php

C. Confirm Start Date

You will need to coordinate with the temporary agency (not the candidate/individual) on the agreed upon start date. You will receive an email confirmation from the temporary agency with the candidate's confirmation.

3) "On the Job"

Like a regular hire, on the start date for the temporary employee, please have the work area and materials ready for the temporary employee to begin.

The temporary employee submits their time to the temporary agency. The agency then submits this to the KSU hiring manager for approval.

Overtime should only be paid if pre-approved and you have the funds in your budget. If the existing purchase order is not enough to cover all of the time submitted, you will need to submit an ePro special request requisition to add additional funds.