Policy 4.1
Employment of Temporary Employees

Responsible Official: VP for Human Resources
Administering Division/Department: Recruiting
Effective Date: March 28, 2007
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Overview

Temporary employees may be hired for a specified period of time through two methods: being placed directly on the payroll through the hiring department for long term assignments or through Emory Temporary Services (ETS) for short term assignments.

Applicability

Faculty and Staff

Policy Details

All temporary employment should be for projects of a limited duration, for filling in for regular employees on leave, or for a defined temp-to-hire program. Work that will need to be performed on an on-going basis is not appropriate for temporary employees and those positions should be filled with regular employees through the normal recruiting process.

Short term assignments of 6 months or less must be engaged through ETS. The procedure for requesting this type of temporary staff member is outlined below. These employees will not receive benefits. ETS an only hire temporary employees for a period of 6 months to be in complian with the ACA-Affordable Care Act regulations. This is federal law and is not to be considered flexible beyond the 6 month point. Once 6 months as an ETS temp is completed, the department can convert the ETS Temp as a departmental temp with benefits or hire them into a regular status position.

Long term assignments are defined as those that will continue for at least 6 consecutive months but may not exceed a period of 9 consecutive months in a temporary part-time capacity or 12 months in a temporary full-time capacity. Approval for extending the length of the assignment must be given by the appropriate Vice-President/Dean and the Director of University Recruiting.

Employees hired directly through a department and classified as "Full time 6 months" will receive benefits from date of hire. Only temporary employees classified as "Full time 6 months" are eligible for benefits. Part time temporary employees are not eligible for benefits.
Former employees who have left in good standing and retirees may return as temporary employees through Emory Temporary Services (ETS), after there has been a 90 day break in service. Retirement benefits would commence immediately upon rehire if the employee formerly participated in the Emory retirement plan.

### 4.1.2 HIRING CONSULTANTS
Consultants hired by department officials should possess a Federal Employer Identification Number (FEIN) and should submit invoices for payment through Accounts Payable. Emory no longer allows Consultants to be paid on a 1099 basis.

Former employees cannot submit invoices for consulting services in the same tax year as previous employment occurred. Former employees who return as a consultant should be rehired into a temporary position. The department’s designated recruiter is available to advise the appropriate procedure for hiring returning employees as consultants.

### 4.1.3 PROCEDURE FOR ENGAGING EMORY TEMPORARY SERVICES
Departments may request temporary staff through Emory Temporary Services (ETS) on-line at:

http://emory.hr.emory.edu/request

You may also contact an ETS Recruiter at the following numbers:

The following information should be ready to provide when contacting an ETS Recruiter or when ready to complete a request in the iCIMS Recruiting System for a temporary:

- **Job Code or Title**
- **Contract Name**
- **Phone Number**
- **Email Address**
- **Department Name**

Department Number
Workplace Address/Building Floor
Parking facility on campus for temp
Speedtype
Skill Set Needed
Beginning Date
Length of Assignment
Work Hours

Dress Code
Reason for assignment (i.e., vacation, illness, leave, vacancy, special project)

For Pre-Identified Temporaries - the following will need to be provided:

Temporary’s Contact info: Name, Address, Email and Phone number

The appropriate temporary requisition must be completed in the iCIMS, Recruiting system and submitted for approval to departmental leadership before ETS can begin working on the temporary hiring need. If not sure of the appropriate job code contact an ETS Recruiter to discuss. Note: All ETS job codes have "ETS" in the job cod title.

ETS will confirm the name of the temporary employee with the department contact. After the assignment begins, any change or ending of the assignment should be coordinated through ETS.

### 4.1.4 BILLING
Temporary employees for short-term assignments will be hired by ETS. Upon completion of the hiring process, they will be set up in Emory’s Time and Attendance System (ETAS.) Employees placed in assignments will be required to “clock in” and “clock out” daily using this system. Any discrepancies should be reported to ETS immediately.

Temporary employees will be paid an hourly rate based on the skill set requested by the department. Hourly rates are decided by a salary schedule developed by the Compensation Director of Emory University.

Billing will be done biweekly through intercompany transfer in Compass. ETS will provide a notice of charges pending prior to submission of these charges. Any discrepancies should be reported to ETS.

### 4.1.5 ORIENTATION
Employees must complete ETS orientation and onboarding process prior to starting an assignment at Emory with ETS. Employees will be sent an invitation from the iCIMS system to complete their onboarding for their temp assignment which includes, The I-9, W-4, G-4, and direct deposit forms and various other important documents.
Employees will be briefed on Emory’s Policies and Procedures, parking, and payroll. In addition, the temporary employees will be counseled on proper attire, personal conduct, and attendance. Training on procedures for using Emory’s Time and Attendance System (ETAS) will also be conducted.

The following materials will be included in the orientation packet:

- Emory At a Glance brochure
- ETS Policies and Procedures booklet
- Time and Attendance System brochure
- Parking Rules and Regulations brochure
- Shuttle Schedule
- Campus Map

4.1.6 PAY PERIODS
Temporary employees will be paid on a biweekly cycle. The University does not distribute paychecks on campus. A direct deposit form is included in the onboarding process online and must be completed before the temp assignment starts. If the employee does not have a bank account, he/she must go to the Payroll Department at 1599 Clifton Road and sign up for the CashPay program. This must be done in person.

4.1.7 TERMINATION OF ASSIGNMENT
Assignments may be terminated by the department at any time. If an assignment is terminated due to inability to perform the assigned tasks, the temporary employee will be evaluated and may be offered a new assignment.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/4.1](http://policies.emory.edu/4.1)

Contact Information

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
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Revision History

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- Version Published on: Jun 05, 2007 (New ETS contact information was added)
- Version Published on: May 09, 2007 (Amended 5/09/07)
- Version Published on: Apr 06, 2007 (Original Publication)

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