Policy 4.59
Temporary Employment Classification

**Responsible Official:** VP for Human Resources  
**Administering Division/Department:** Compensation  
**Effective Date:** March 30, 2007  
**Last Revision:** August 03, 2018

**Policy Sections:**

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**Policy Details**

Individuals can be hired into temporary positions on Emory’s payroll either through Emory Temporary Services (ETS) through the Recruiting Department or through the department in which they will be working.

- The classifications and pay rates for employees hired through Emory Temporary Services are established by that office and should be utilized for any temporary need that is less than 6 months. Individuals hired into a departmental temporary position should be placed in the appropriate job classification for the work which is being performed and paid at a rate consistent with established starting salary guidelines for regular employees. Departmental temporaries should be hired for 6 months or longer and may be given benefits.

The departmental representative may consult the Compensation Department concerning the appropriate classification and pay rate prior to making an offer of temporary employment. The hiring department must submit proper employment requisitions through iCIMS Recruiting Software using the ETS website - http://www.ets.emory.edu/ or through Peoplesoft Single Sign on to complete a departmental temporary request. For more information on how to submit a request for a temporary contact the Recruiting Department.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.59](http://policies.emory.edu/4.59)

**Revision History**

- Version Published on: Jul 31, 2018  
- Version Published on: Jul 31, 2018  
- Version Published on: Jun 05, 2007 (Updated policy name)  
- Version Published on: May 07, 2007 (Original Publication)

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