

Supplemental Information Regarding the Hiring of Part-Time Temporary Hourly Employees for FY19

Please note that the general guidance detailed below can be applied throughout the fiscal year for hourly hires. If none of these scenarios applies to you, then please contact Human Resources before you route the Hourly Request Form so we can ensure that we are working as efficiently as possible to your individual situation.

Please note that there are more strict standards that apply particularly to timely paperwork submission so please keep that in mind when considering the hire or re-hire of hourly workers.

All pre-employment processing should be initiated through the Office of Human Resources (HR). Therefore, please contact HR as far in advance as possible so we can discuss and initiate the process. When HR initiates and oversees the new hire processing, HR will follow up with new hires to obtain all required paperwork and information.

In the event that a department initiates any new hire processing, please send all paperwork to HR directly. Do not attached these items to any Hourly Request Forms being routed for signatures and/or approvals. In this case, if any paperwork or background information is missing or incorrect, it will be the department's responsibility to follow up with the new hire.

To continue an existing part-time hourly assignment into the next fiscal year with no break in service (e.g. previous hourly assignment ends 06/30/18 and the new hourly assignment is scheduled to begin 07/01/18):

- Complete the Hourly Request Form. It is the department's responsibility to obtain all signatures from all areas. For all academic departments, you must submit this form to the Provost's Office for signature. For all other units, you must obtain division approval as applicable to your area.
- Please make sure that the contact person you list on this form will be available for follow up, clarification, or status confirmation during the months of June and July, 2018.
- It is the department's responsibility to obtain Budget and/or Sponsored Programs signature on this form as applicable.
- It is highly recommended to start the process of obtaining signatures early in June, 2018 to avoid processing delays.
- If HR receives a form with missing information, HR will either reach out to the designated contact person or route it to receive signature. This will cause a delay in processing.
- HR will send a confirmation email to the designated contact person. No hourly assignment is approved until you are in receipt of said confirmation, regardless of the requested start date indicated on the Hourly Request Form.
- No new hire paperwork or background check is required for this type of transaction.

To rehire a previous hourly worker in which there is a break of service:

- Complete the Hourly Request Form. It is the department's responsibility to obtain all signatures. For all academic departments, you must submit this form to the Provost's Office for signature. For all other units, you must obtain division approval as applicable to your area.
- Please make sure that the contact person you list on this form will be available for follow up, clarification, or status confirmation during the months of June and July, 2018.
- It is the department's responsibility to obtain Budget and/or Sponsored Programs signature on this form as applicable.

- It is highly recommended to start the process of obtaining signatures early in June, 2018 to avoid processing delays.
- If HR receives a form with missing information, HR will either reach out to the designated contact person or route it to receive signature. This will cause a delay in processing.
- This type of hire may require some additional paperwork and may require a new background check. Therefore, please reach out to HR ASAP even before you start routing the Hourly Request Form for guidance regarding your individual situation. It is important that you contact HR so you can be sure you have all current information to properly process the hire. No re-hire will be authorized to begin a new assignment if HR is missing any pre-employment items. This is non-negotiable.
- HR will send a confirmation email to the designated contact person. No hourly assignment is approved until you are in receipt of said confirmation, regardless of the requested start date indicated on the Hourly Request Form.

For any new hires:

- Complete the Hourly Request Form. It is the department's responsibility to obtain all signatures. For all academic departments, you must submit this form to the Provost's Office for signature. For all other units, you must obtain division approval as applicable to your area.
- Please make sure that the contact person you list on this form will be available for follow up, clarification, or status confirmation during the months of June and July, 2018.
- It is the department's responsibility to obtain Budget and/or Sponsored Programs signature on this form as applicable.
- It is highly recommended to start the process of obtaining signatures early in June, 2018 to avoid processing delays.
- If HR receives a form with missing information, HR will either reach out to the designated contact person or route it to receive signature. This will cause a delay in processing.
- This type of hire will require completion of the entire new hire packet and a background check. Therefore, please reach out to HR ASAP even before you start completing the Hourly Request Form to inform me of this new hire and to discuss the onboarding process for your new hire. It is important that you contact HR so you can be sure you have all current information to properly process the hire. No new hire will be authorized to begin an assignment if HR is missing any pre-employment items. This is non-negotiable.
- HR will send a confirmation email to the designated contact person. No hourly assignment is approved until you are in receipt of said confirmation, regardless of the requested start date indicated on the Hourly Request Form.

For a new hourly worker whose previous Rowan assignment was as a student worker who has graduated or is otherwise no longer a Rowan student:

- This must be processed as a new hire (entire new hire packet, background, etc.) as indicated above.

For a current Rowan student:

- If you wish to hire a current Rowan student, even on a summertime basis, you must process this as a student worker assignment. You cannot process such a transaction as a part-time, hourly assignment.
- Rowan Choice students are not Rowan University students and therefore must be processed as hourly workers as indicated above.

To change a position number:

- If you need to change the position number for an existing hourly worker, you must submit an Hourly Request Form to HR, complete with division and Budget approval, to effect the change.

Here are some general reminders that apply to hourly assignments throughout the year:

- Be mindful of the 944-hour fiscal year maximum for most hourly assignments.
- In the rare event that an hourly worker has more than one hourly assignment at the same time, please note that an Hourly Request Form must be submitted for each assignment. Additionally, the total number of hours worked for all assignments combined cannot exceed 25 hour per week/944 hours per fiscal year.
- Courtney Cifaloglio is not involved with any fund, organization, or web time entry designations so she cannot field any questions regarding those items.
- If you wish to hire a Rowan retiree, you must consult HR first to confirm rehire eligibility and make sure additional forms are completed by the employee.
- If you wish to extend an hourly assignment within the same fiscal year, HR will only extend an assignment one pay period without paperwork. Any extensions longer than one pay period will require a new Hourly Request Form be completed and submitted to HR.
- If an hourly assignment is terminated early, simply email HR the employee's name/Banner ID and confirm the last day worked.
- If you are planning to hire a high school student under the age of 18 for a summer assignment, it is the responsibility of the department to submit the student's working papers, with the school and department sections completed, to the HR Office with the other pre-employment materials before the hourly assignment can be approved.
- We cannot approve and process hourly assignments without a completed background check and all required paperwork.
- Always make sure you have completed your portion of the Hourly Request Form before routing it for final approvals.
- If your department chooses to collect the new hire paperwork and documentation, make sure you are using the most updated version of the new hire packet for this purpose. I have attached the current version to this email.

Never hesitate to contact HR with any questions regarding hourly assignments.