

Supplemental Information Regarding the Hiring of Part-Time Temporary Hourly Employees for FY20
(Glassboro and Camden Campuses)

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 EPAF so we can ensure that we are working as efficiently as possible to your individual situation.

Effective April 24, 2019, the Office of Human Resources moved the hourly employment transactions to an Electronic Personnel Action Form (EPAF). For any new hourly assignments or changes that are effective on or after July 1, 2019, you must initiate the transaction via EPAF.

For information regarding the EPAF process, please review the following links:

- https://sites.rowan.edu/hr/docs/recruitment_and_staffing/epaf_hourly_employee_quick-reference.pdf
- https://rowan.mediaspace.kaltura.com/playlist/dedicated/89940441/1_dlzayvd2/

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. If you have new hire paperwork at the time of the EPAF submission, you may attach a copy to the EPAF. However, HR will need the original I-9 submission. Please note that, 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 06/30/19 and the new hourly assignment is scheduled to begin 07/01/19):

- Complete the EPAF.
- 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, 2019.
- It is the department's responsibility to correctly select the EPAF approvers applicable to the specific assignment.
- It is highly recommended to submit the EPAF early in June, 2019 to avoid processing delays.
- If HR receives an EPAF with missing information, HR will either reach out to the designated contact person for clarification, add comments to the EPAF record, or deny the request. This will cause a delay in processing.
- No hourly assignment will be approved until all EPAF information is complete.
- No hourly assignment is approved until you are in receipt of an EPAF approval confirmation email, regardless of the requested start date indicated on the EPAF.
- 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 EPAF.
- 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, 2019.
- It is the department's responsibility to correctly select the EPAF approvers applicable to the specific assignment.
- It is highly recommended to start the EPAF process early to avoid processing delays.
- If HR receives an EPAF with missing information, HR will either reach out to the designated contact person for clarification, add comments to the EPAF record, or deny the request. 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 the EPAF 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.
- No re-hire will be approved and/or authorized to work until all EPAF information and applicable new hire documents/background checks are complete.
- No hourly assignment is approved until you are in receipt of an EPAF approval confirmation email, regardless of the requested start date indicated on the EPAF.

For any new hires:

- Complete the EPAF.
- 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, 2019.
- It is the department's responsibility to correctly select the EPAF approvers applicable to the specific assignment.
- If HR receives an EPAF with missing data, 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 EPAF to inform HR 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.
- No new hire will be approved and/or authorized to work until all EPAF information and applicable new hire documents/background checks are complete.
- No hourly assignment is approved until you are in receipt of an EPAF approval confirmation email, regardless of the requested start date indicated on the EPAF.

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

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

For a current Rowan University student:

- If you wish to hire a current Rowan University 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 EPAF to HR 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 EPAF 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.
- Mary Schultes 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 University 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 EPAF to be completed.
- If an hourly assignment should be terminated prior to the original end date, 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.
- 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.

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