Rowan University
INFORMATION RESOURCES & TECHNOLOGY

Training & Instructional Support
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PART-TIME TEMPORARY HOURLY EMPLOYEE REQUEST FORM

Quick Reference Guide

PART-TIME TEMPORARY HOURLY EMPLOYEE

The Purpose

The purpose of an hourly employee is to fill a temporary need in a department. Hourly employees are limited to no more than 25 hours a week and/or 944 hours per fiscal year.

IMPORTANT NOTE

If an ongoing need, it may need to be addressed through hiring a PT permanent or FT permanent employee. This request would be evaluated during the budgeting process.

PART-TIME TEMPORARY HOURLY EMPLOYEE FORM

To access the form:

- Log in to Self-Service Banner.
- Select the **Submit Electronic Forms** link on the **Employee** tab, then **Part-Time Temporary Hourly Request**.

Complete the **Job Information** section of the form

- **Department Name**
- **Time Sheet Org, Fund** and **Org**
    - **FYI:** Entering some Org's will cause EPAF to automatically assign a Dean/Division
- **Banner ID of Web Time Entry Approver**
- **Job Title/Classification**
- **Description of Duties** (Job Description)
- **Description of Modification/Extension** (If this is a change or extension of an existing assignment, describe the change. If it is not a change or extension to an existing assignment, enter N/A)
- **Is this is a temporary replacement for a permanent employee?**
    - If yes, indicate **who**
- **Hours of Work Per Week, Hourly Rate, Start Date** and **End Date**

IMPORTANT NOTE

Start/End Dates cannot cross fiscal years.

Complete the **Employee Information** section of the form

- **Banner ID** (if not known, enter **Name** and **Address** and attach any needed documentation in **Additional Info**)
- **Email Address**
- **Previous Employee?**
    - If **No,** new hires must complete a new hire packet, complete the background process, I9 and proof of SSN
    - If **YES,** check with HR if any onboarding items are needed
- **Person to be contacted with Questions** and **Extension**

PART-TIME TEMPORARY HOURLY EMPLOYEE FORM (CONTINUED)

Complete the **Additional Info** section of the form (if needed):

- Attach needed documentation for new employee (W-4, I-9, Direct Deposit form).
- If more than one form needs to be attached, contact HR.

Complete the **Approvals** section:

- **Supervisor or Director of Program/PI** Search for the supervisor/director or PI for grant-funded assignments
- **Additional Supervisor or Director of Program/PI** (if applicable)
- **Dean** (if applicable) If Dean approval is needed, select the appropriate College
- **Division** If Dean approval was selected, the Division will be Provost. If it does not require Dean approval, then the correct Division must be selected

Submit Form

> **IMPORTANT NOTE**
>
> Form may be submitted prior to identifying candidate; however, it will not be approved/ processed until an incumbent is identified and HR is in receipt of all documentation.

EMAILS

Once submitted, a string of emails will be triggered

- The Submitter will receive an email confirming the submission and recapping the form information
- The Supervisor/Director of Program or PI will receive an email, directing them to the Approval portal
- Once the Supervisor/Director or PI has approved, the Additional Supervisor/ Director of PI (if included) will receive an email, directing them to the Approval portal
- Once the Supervisor/Director or PI has approved, the Dean (if the Dean was included in the submission) will receive an email, directing them to the Approval portal
- Once the Dean (or Supervisor/Director or PI) has approved, the Division Head will receive an email, directing them to the Approval portal
- Once all approvals have been completed, the Budget or OSP Approver will receive an email, directing them to the Approval portal
- Once it has been approved by the Budget or OSP Approver, the HR approver will receive an email, directing them to the Approval portal
    - HR will not approve until confirmation of all necessary paperwork and background checks are completed
    - HR will use the Comments section in their Approval portal to inform submitter of any outstanding items and follow-up with email/ phone call
- Once HR has approved and the EPAF is created, the submitter will receive a notification email

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ORIGINATOR SUMMARY

Once the form has been submitted, the Submitter will be able to check the approval progress as it is being made.

The Submitter can access the **Originator Summary** from the **Submit Electronic Forms** link of the **Employee** menu.

The **Originator Summary** consists of:

- An **Open Requests** and **Closed Request** tab
- A listing of the requests (depending on which tab is accessed)
  - The **ID, Type of Form, Date submitted, Status**, **Comments** and a **Cancel** button
  - The **ID** number is a hyperlink; when selected, it opens the form
- A **Document** drop-down menu is located at the bottom of the summary form. The Submitter can select the type of Electronic Form they want to fill out, then select **New**. This will bring them into a new form

CANCELATIONS AND RESUBMISSIONS

Cancelations

- If a Submitter wants to cancel a request, there is a **Cancel** button located on the **Originator Summary** screen

Resubmissions

If at any time the submission is NOT approved, the Submitter will receive an email and need to make the required changes and resubmit.

The Submitter will need to:

- Go to their **Originator Summary** and select the **Closed Requests** tab
- Select the **ID** number hyperlink of the denied request to open it
- Select the **Update** button
- Make any required changes and re-select the Approvers
- Select **Submit**