

Part-Time Temporary Hourly Employees FAQ

Q: What is the purpose of an hourly employee?

A: The purpose of an hourly employee is to fill a temporary need in a department. If you feel that your need is ongoing, it may need to be addressed through hiring a permanent full-time employee. This request would be evaluated during the budgeting process.

Q: Are there any hour limits for hourly employees?

A: Yes. Hourly employees are limited to no more than 25 hours per week and/or 944 hours per fiscal year.

Q: Do hourly employees receive paid time off?

A: Hourly employees are considered “at-will” employees and are only paid for the hours worked. Please note that hourly employees may receive leave time in accordance with New Jersey’s Earned Sick Leave Law. Provisions contained in the CWA, IFPTE, and AFT collective bargaining agreements do not cover hourly employees.

Q: How do I obtain approval for hiring an hourly employee?

A: You must submit a Part-Time Temporary Hourly Request form through Self-Service Banner. The hourly assignment is not authorized until the form has been fully approved. You may visit the Part-Time Hourly webpage on the HR website for further information and resources regarding the form.

Q: What type of additional paperwork and/or information do I need before an hourly assignment is approved?

A: For bona fide new hires, Human Resources must be in receipt of a complete new hire packet (completed in PageUp), I-9 (completed in Equifax I-9 HQ) and completed background report. For previous employees, please contact Human Resources to confirm what paperwork and/or information needs to be collected for your specific case.

Q: Can I submit the Part-Time Temporary Hourly Request Form before I have identified a candidate?

A: Yes, you may submit the form before you have identified a candidate. However, the form will not be approved/processed until an incumbent is identified and HR is in receipt of all required documentation.

Q: Do I have to post an announcement for my hourly assignment?

A: No, you may identify a candidate outside of the typical recruitment and selection process; Please note that the applicable form must have received Division and Budget approval and be in the final Human Resources approval queue prior to posting or referring candidates.

Q: Do I have to conduct interviews for hourly assignments?

A: No, you are not required to conduct interviews for hourly assignments.

Q: Can I hire Rowan University retirees for hourly assignments?

A: In this situation, contact Human Resources for clarification. In many cases, Rowan retirees may return as hourly workers provided certain criteria are met and additional paperwork is submitted.

[Q: What can I pay for an hourly assignment?](#)

A: Hourly rate guidance is posted on the Part-Time Hourly webpage on the HR website. In no cases may any hourly assignment be paid less than minimum wage. You may also contact Human Resources for questions regarding hourly rates.

[Q: How do I change existing hourly assignments?](#)

A: For change requests including weekly hours changes and hourly rate changes, you must submit a Part-Time Temporary Hourly Request form through Self-Service Banner. You will choose from these three fields upon submission:

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- ☐ Initial Assignment
(If the employee has never worked for the university before, a Form I-9, W-4, and Direct Deposit is required)
 - ☐ Rate Update
 - ☐ Termination

For an update in weekly hours, choose Initial Assignment. To request a rate change, choose Rate Update.

[Q: Can I hire a Rowan University student for an hourly assignment?](#)

A: If you wish to hire a current Rowan University student, even on a summertime basis, you must process this as a student work assignment. You cannot process such a transaction as an hourly assignment. However, please note that Rowan Choice students are not Rowan University students and therefore must be processed as hourly workers.

[Q: Can I hire a previous student worker who has graduated or is otherwise no longer a Rowan University student?](#)

A: Yes; however, this scenario must be processed as a new hire, requiring a completed new hire packet, I-9 (if necessary), and completed background report.

[Q: Can HR help me identify the fund, organization, or Web Time Entry designations for this position?](#)

A: It is the sole responsibility of the EPAF submitter to correctly enter FOPAL and web time entry information when requesting an hourly assignment.

[Q: How do I terminate an hourly employee?](#)

A: Please submit a Part-Time Temporary Hourly Request form through Self-Service Banner and chose the "Termination" option.

[Q: Can an employee work as an adjunct and part time hourly employee?](#)

A: Employees may work as both adjuncts and part-time hourlies, but the combined total of hours must remain under the 25-hour weekly limit.

Q: Can you provide assistance with setting up my new hires Net ID and employee email?

A: Please refer to this article for how to set up the email and Net ID:

https://support.rowan.edu/sp?id=kb_article_view&sysparm_article=KB0010014&sys_kb_id=2ec9b11b1b6245d405c32f4b234bcbfa. If you have any further issues with the setup, I recommend contacting IRT at 856-256-4400.

Q: Can I increase my part timers' rate?

A: Provisions contained in the CWA, IFPTE and AFT collective bargaining agreements do not cover hourly employees, and they are not entitled to annual increases. We also do not approve merit-based increases for these employees. A valid reason for a rate increase request would be an increase in duties or change in position.

To initiate a rate change for part time hourly staff, a "Rate Update" request form will need to be submitted electronically. There is a "justification" section on the form where the department can write why they are requesting the rate change. This should be as detailed as possible and include the specific new duties assigned (if applicable). HR reviews each of these requests and will determine whether it is approved or denied. Hourly rates are determined based upon the position description, education, experience, equity and market-based pay.

Q: Who can I contact if I have additional questions?

A: Please contact the Recruitment and Staffing team at employment@rowan.edu or 856-256-4134.