# 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 From 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 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:

○ 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: 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.

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.