Request a Temporary Employee by clicking the link via this URL:
http://bit.ly/UW-UTemp-Mgr (link to order form is on right-hand side of the page)

WHAT TO CONSIDER BEFORE REQUESTING A TEMPORARY EMPLOYEE

- Why do you need a temporary employee? *(e.g. a project, leave coverage, filling a vacancy)*
- When do you anticipate needing to have a temporary employee start working for you?
- What are the specific skills or program/system experiences needed for this position?
- What is the expected schedule for this position? *(e.g. Monday–Friday, 8 a.m.–5 p.m.)*
- What hourly rate do you anticipate for this role? *(If you don’t know, that’s okay—We will recommend!)*
- What is the dress code for this position? *(e.g. no jeans, scrubs)*
- Are there specific arrival instructions or directions the selected candidate should be aware of?

REQUIREMENTS FOR SUBMITTING A JOB ORDER THROUGH UTEMPHIERES (UTH)

- UW NetID(s) for position supervisor, timesheet approvers, and billing contacts *(one of whom should be the person who reconciles budgets for your department)*
- Operational budget number(s) on which you want the charges to occur
- Working title, estimated hourly pay rate *(if known)*, estimated start and end dates
- Reason for temporary staffing need, a basic job description, location, and dress code
  
  NOTE: If you do not receive the automated email from utemp@uw.edu soon after submitting a job order, please send us an email so we can check our system to make sure it came through.

HOW TO CHANGE THE JOB ORDER AFTER IT’S BEEN SUBMITTED THROUGH UTH

- Email or call the staffing specialist assisting you, or email utemp@uw.edu.
- Extension requests must be done by contacting UTemp Staffing. Do not use the My HR Tools Extension Tool! UTemp’s process is different than direct hires, as we process this request for you!

HOW TO COPY A PREVIOUS JOB ORDER SUBMITTED THROUGH UTH

- From the UTH Department Dashboard, select the job you wish to copy from the list of Active Jobs or Inactive Jobs.
- Click the Copy button at the top of the job order, and modify the new order with estimated start and end dates, updated budget number(s), etc.
- Submit the new job order!
You’ve requested a temp...Now What?

Access the UTH Department Dashboard by logging in with your UW NetID via this URL: http://bit.ly/UW-UTemp-Mgr (link to Dashboard is on right-hand side of the page)

ABOUT UTEMP - WHAT TO EXPECT:

- UTemp will forward the temp’s EID and UW NetID to you so you to request systems’ access.
- Temps should have reviewed the UTemp Staffing Temporary Orientation, which goes over expectations including but not limited to: time-keeping, paychecks, benefits, union eligibility, many UW policies, etc.

WHAT YOU SHOULD DO & KNOW BEFORE TEMPORARY EMPLOYEE STARTS:

- Arrange access to departmental files or programs they’ll need to use (i.e. I:drive, OPUS, EPIC, etc.) as well as badges for any building/department access.
- Indicate a back-up timesheet approver, as this will help reduce the need for under/over payment requests and ensure that timesheets get approved on time.  
  
  NOTE: Reminder emails go out to temps and approvers two days before timesheets need to be submitted. (Timesheets are always due by the 15th or last day of the month!)
- The Primary Billing Contact for your job will receive the billing information via email, while all the billing contacts have access to the billing history on the UTH Department Dashboard.

AFTER YOUR TEMPORARY EMPLOYEE STARTS WORKING:

- Introduce the temp to people in the department with whom they will be interacting.
- The supervisor and the temp should exchange contact information, in case of an urgent issue.
- Walk through your location’s Employee Health & Safety information, in case of emergency or drill.
- Have the employee complete training specific to your department’s requirements (e.g. HIPPA).
- End-of-assignment reminder emails are automatically sent two days before the temp’s end date.
  - If you need to extend the assignment, you may reply to the email with a new end date.
  - UTemp will review the temp’s remaining eligible temp hours and respond to you.
  - Please confirm with your temp that they are open to remaining on the job.
- If you need to end the assignment earlier than scheduled, contact your staffing specialist.
  - If you are comfortable doing so, communicate the new end date to the temp.
  - Your UTemp staffing specialist is happy to assist with this if you prefer.
- If any questions or issues arise that you are not able to resolve, please contact your staffing specialist or our main UTemp contacts. We are all here to help you!

AFTER THE ASSIGNMENT ENDS:

- The supervisor will receive an email request to complete an evaluation of the temporary employee’s performance, as well as the quality of service you received from our UTemp team.