ABOUT UTEMP/WHAT TO EXPECT:

- The UTemp Staffing Program will reach out to our contracted, UW-approved vendors for a qualified temporary employee. Our pool replaces the old “3 bid system”.

- Once you have approved a candidate, UTemp will then work with the agency to manage the payroll function, as well as process vendor invoices, as outlined in our proposal process.

WHAT YOU SHOULD DO AND KNOW BEFORE THE TEMPORARY EMPLOYEE STARTS:

- If a NetID is needed, your department will need to sponsor the set-up by contacting UW-IT.

- Arrange access to programs they'll need to use (i.e., OPUS, EPIC, etc.), as well as badges for any building/department access.

- Agency temporary employees will record their time using their agency's time reporting system instead of a UW timesheet; this may be a paper timesheet, or online.
  - The supervisor or timesheet approver in your department will need sign off of the timesheet at the end of each week in order for the agency to authorize their payroll.

- The Primary Billing Contact for your job will receive the billing information via email, while all billing contacts have access to the billing history on the UTemp Manager Dashboard.

AFTER YOUR TEMPORARY EMPLOYEE STARTS:

- Introduce the temp to people in the department that they will be interacting with.

- The supervisor and the temp should exchange contact information in case of urgent needs.

- Walk through your location's EHS information in case of an emergency or fire drill.

- Have them complete any training specific to your department's requirements (e.g., HIPAA).

- End-of-assignment reminders are automatically emailed two days before the temp's end date.
  - If you need the assignment extended, you may reply to that email with new end date.
  - 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 that if you prefer.

- If any questions or issues arise that you are not able to resolve, please contact your staffing specialist/UTemp Staffing! We're here to help.

AFTER THE ASSIGNMENT ENDS:

- The supervisor will receive an email asking them to complete an evaluation of the temporary employee, and UTemp's service.