

**Hiring SHRA Temporary Employees, Student Assistants and Agency Workers
Step by Step Procedure**

Departments employ temporary staff due to vacancies in permanent positions or for non-permanent supplementary staffing. Departments have three ways to hire temporary employees at the University:

- Through UNC-Chapel Hill and NC State University's joint University Temporary Services (UTS) service
- Through an outside temporary employment agency
- By hiring temporary staff directly onto the department's payroll (Direct Hire Temporary). A "regular temporary" SHRA appointment is an employment status of limited duration, normally not to exceed three to six months. Initial temporary appointments will be for no more than 6 months and may be extended for up to an additional 6 months on request. In no case shall the temporary employment period exceed 12 consecutive months (with exception of student employees and retiree temporary appointments).

| Step | Action | Responsible Party | Duration (business days) |
|-------------|---|--|---|
| 1 | <p>Initiate Infoporte request using "Create Position" request type. Select appropriate "SHRA Temporary Employment Request" route</p> <p>Provide following information in comments or as attachment:</p> <ul style="list-style-type: none"> • Working title • Hiring manager • Number of work hours per week • Proposed start date and duration of appointment • Hiring salary range (e.g. \$10.61-\$12.00) • Funding source(s) • Salary shown to applicants • Position description and education and experience requirements • Required and optional application documents (e.g. CV, cover letter, list of references) • Recruitment waiver justification and candidate's CV (if applicable) <p>For appointments longer than 3 months (except student employees): attach completed Temporary SHRA Position Request form</p> | Hiring Manager / Designee | <p>At least 7 weeks in advance for direct hires</p> <p>At least 2 weeks in advance for UNC-CH students and agency temps</p> |
| 2 | Routes request through offices for approval | Infoporte | 3-5 days |
| 3 | Notify IT and Facilities of any computer and facility needs | Hiring Manager | In advance of hire date |
| 4 | <u>For direct temporary hires:</u> Skip to step 7. <u>For student employees:</u> skip to step 17 | | |
| 5 | <u>For outside temp agency hires</u> (Smither & Assoc., OfficeTeam, etc): Hiring Manager / designee works with Procurement Specialist to secure purchase requisition and supply. Once preferred candidate is identified, Hiring Manager / designee provides HR Consultant with temporary employee's name, DOB, home address and home phone number. HR Consultant submits affiliate request online, provides PID to Hiring Manager and schedules ESOP new hire orientation (if applicable). Skip to step 21 | Procurement Specialist, Hiring Manager / Designee, HR Consultant | 5-15 days |
| 6 | <u>For UTS hires:</u> HR Consultant contacts UTS to identify qualified candidate pool. Hiring Manager conducts interviews and notifies HR Consultant of preferred candidate. HR Consultant submits affiliate request online, provides PID to Hiring Manager and schedules ESOP new hire orientation (if applicable). Skip to step 21 | Hiring Manager, UTS, HR Consultant | 5-15 days |
| 7 | Submit posting or recruitment waiver in PeopleAdmin | HR Consultant | 3-5 days |
| 8 | Vacancy is reviewed, approved and posted to UNC recruitment website for minimum of 3 calendar days: https://unc.peopleadmin.com/ | OHR | 1-3 days |

**Hiring SHRA Temporary Employees, Student Assistants and Agency Workers
Step by Step Procedure**

| | | | |
|----|--|-----------------------------------|---|
| 9 | For waivers only: Notify hiring manager when recruitment waiver is approved. Apply on behalf of selected candidate and skip to step 12 | HR Consultant | 1-3 days |
| 10 | Review applications in PeopleAdmin (https://unc.peopleadmin.com/hr), conduct interviews, and determine finalist(s). "Interim review" not required. | Hiring Manager / Search Committee | 3-15 days |
| 11 | Conduct reference check (at least two references) for final candidate(s) (Reference Check Form). Notify finalist that s/he is "preferred candidate". Notify HR Consultant of preferred candidate, provide proposed salary and start date | Hiring Manager / Search Committee | 3-5 days |
| 12 | Initiate background check and degree verification no more than 90 days in advance of proposed hire date. | HR Consultant | 1-3 days |
| 13 | Provide background check authorization information at www.certifiedbackground.com | New hire | 1-10 days |
| 14 | Process and return background check / degree verification results | OHR | 3-10 days |
| 15 | Prepare and approve hiring proposal in PeopleAdmin once background check results are received. Notify Hiring Manager that hire is approved | HR Consultant | 1-3 days |
| 16 | Extend formal offer to candidate and confirm start date | Hiring Manager | 3-5 days |
| 17 | For student appointments: establish position in ConnectCarolina | HR Consultant | 1-3 days |
| 18 | Prepare appointment paperwork and send to selected candidate. Schedule first day appointment and ESOP new hire orientation (if applicable). Provide PID to Hiring Manager. Submit new hire action in ConnectCarolina. Update applicant statuses in PeopleAdmin. Transition Hiring Proposal to "offer accepted" and posting to "filled/waiver complete" | HR Consultant | 2-3 days and 2 weeks prior to hire date |
| 19 | Create UNC ONYEN and password | New Hire | 1 week prior to hire date |
| 20 | Meet with HR Consultant on or before date of hire to comply with I-9 regulations and finalize appointment paperwork. | New Hire | On or before hire date |
| 21 | Complete New User form and Confidentiality Statement and submit to IT | Hiring Manager / Designee | Within 3 days of hire |
| 22 | For appointments longer than 3 months, excluding students: Attend ESOP new hire orientation | New Hire | Within 4 weeks of hire |