

# University of Colorado Denver | Anschutz Medical Campus

## Process for Hiring Nine Month Classified Temporary Employees

**Please Note:** Positions are limited to nine months of continuous employment with a four month break OR nine months of employment in any 12 month period followed by a four month break. One day worked in a month is equal to one month towards the nine month period. Temporary employees are paid on a bi-weekly/hourly basis.

**Important:** If the individual you are hiring is a retiree, please indicate so when responding to the questionnaire below.

1. Send an e-mail request to Human Resources at [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu) with the subject line: **REQUEST TO HIRE A NINE MONTH CLASSIFIED TEMP**
2. Please provide a brief job description for the position when submitting the following questionnaire:

### Temporary Questionnaire

- Are the job duties provided in the job description performed on a temporary basis? If yes, please explain.
- Do you plan to fill the job on a permanent basis? If yes, please explain.
- Is the individual a current student? If yes, the individual must be hired as a student employee. Please contact the [Student Employment Office](#) for more information.
- Is the individual a PERA retiree?
- Anticipated start date:
- First and last name of the temporary hire:
- Hourly rate of pay:
- Speed type to be charged:

Human Resources will review the request and identify the appropriate job code. Please also see the [“University Staff/Exempt Temporary Hire Process Guideline”](#) for additional information.

Once you receive an approval email from Human Resources, please:

1. Create a Temporary Aide position (job code P1A1XX) in HRMS and notify [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu) for position approval.
2. Draft the [offer letter](#) and forward it to [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu).

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3. Enter or update the individual's information, and hire or transfer into HRMS.
4. Submit a fully signed copy of the letter of offer to [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu).
5. The following required forms must be completed and submitted as indicated below:

Form Needed:	Action Needed:
The <a href="#">I-9 Employment Eligibility Form</a> and the <a href="#">Affirmation of Legal Work Status</a> form must be completed and certified by the department and sent to Human Resources within three days of hire.	Enter into HRMS then forward form and documentation to Human Resources: <a href="mailto:HR.I-9@ucdenver.edu">HR.I-9@ucdenver.edu</a>
The Social Security Form 1945 is included with the temporary <a href="#">offer letter</a> . Once signed, send the letter and Social Security statement to HR.	Forward to <a href="mailto:HR.newtemp@ucdenver.edu">HR.newtemp@ucdenver.edu</a>
The <a href="#">Background Investigation</a> form should be submitted and results returned <i>before</i> the start date of the new hire.	Submit electronically using the online form
The <a href="#">W-4</a> form should be completed and mailed to Employee Services.	Forward to <a href="#">Employee Services</a> .
<a href="#">Direct deposit</a> form should be completed and mailed to Employee Services.	Forward to <a href="#">Employee Services</a> .

Additional information for temporary hires can be found on the Human Resources website under the "Temporary Staff" section:

<http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Pages/Employment.aspx>