

University of Colorado Denver | Anschutz Medical Campus

Process for Hiring Nine Month University Staff/Exempt 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 with the subject line: **REQUEST TO HIRE A NINE MONTH UNIVERSITY STAFF/EXEMPT 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 [“Classified Temporary Hire Process Guideline”](#) for additional information.

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

1. Create a temporary position (job code 2582N for professional level; or job code 2702N for non-professional level) in HRMS and notify HR.newtemp@ucdenver.edu for position approval.

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- a. Professional level (job code 2582N): Positions responsible for exercising discretion, analytical skill, personal accountability, and responsibility in a wide range of areas. These include: academic, administrative, managerial, and student services functions. Work involves creating, integrating, applying, and sharing knowledge directly related to a professional field.
 - b. Non-professional temporary (job code 2702N): Positions funded by grants, gifts, or revenues through auxiliary devices. For this purpose, “auxiliary actives” means institutional activities managed and accounted for as self-supporting activities. Auxiliary funded positions may only be exempted in the school, department, or college is entirely auxiliary funded.
2. Draft the [offer letter](#) and forward it to HR.newtemp@ucdenver.edu.
 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.
 5. The following required forms must be completed and submitted as indicated below:

Form Needed:	Action Needed:
The I-9 Employment Eligibility Form and the Affirmation of Legal Work Status 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: HR.I-9@ucdenver.edu
The Background Investigation form should be submitted and results returned <i>before</i> the start date of the new hire.	Submit electronically using the online form
The W-4 form should be completed and mailed to Employee Services.	Forward to Employee Services .
Direct deposit form should be completed and mailed to Employee Services.	Forward to Employee Services .

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>