

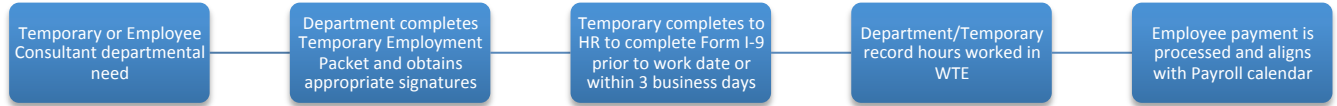


Effective: July 1<sup>st</sup>, 2013

TEMPORARY EMPLOYMENT PROCEDURE

**Temporary Employment Process Flow**

**Temporary employment must be approved prior to employee's start date in order to comply with legal requirements.**



If grant funding is being used, the department must send the additional compensation form to Grants Accounting for approval. Upon approval, Grants Accounting will then forward to Human Resources.

**Completed Temporary Employment Packet Includes:**

Employment Form	Responsibility	Timeframe
Employee/Consultant Agreement	Hiring Authority and Temporary Employee	Prior to work being completed
I-9 Form and Tax Forms	Temporary Employee	Within 3 business days of work being completed at HR
MPSERS Verification Form	Temporary Employee	Prior to payment being processed

**Temporary Employment Information:**

	Employment Classifications	
	Temporary	Employee Consultant
<b>Description</b>	Temporary employees are appropriate on a short-term basis for filling a temporary vacancy, performing a special project, or covering for a regular employee on vacation, leave of absence (LOA), or sick leave.	Employee consultants provide specialized administration, research, or professional services for a designated period of time. If you are unsure if your situation requires a Employee Consultant or Independent Contract, complete the Independent Contractor Approval Request form located on the Purchasing Department's website.
<b>Employment Length</b>	Varies based on contractual limit. Refer to Temporary Employment Length chart.	Based on the specific project or consulting service.
<b>Weekly Hours Worked</b>	Maximum of 29	Maximum of 29
<b>Compensation</b>	Contact the Compensation Office; <a href="#">Click here for Guidelines.</a>	Contact the Compensation Office.



Temporary Employment Length Requirements:

CP	CS	FM	PS	PT
<ul style="list-style-type: none"><li>No contractual limit on days.</li><li>Cannot replace a bargaining unit employee.</li></ul>	<ul style="list-style-type: none"><li>90 calendar days to augment workforce or cover for vacancy.</li><li>180 calendar days to backfill for LOA/sick leave or for special project work.</li></ul>	<ul style="list-style-type: none"><li>100 work days</li><li>Unlimited backfill for LOA/sick leave.</li></ul>	<ul style="list-style-type: none"><li>No contractual limit on days.</li><li>Cannot replace a bargaining unit employee.</li></ul>	<ul style="list-style-type: none"><li>180 calendar days to augment workforce or backfill for LOA/sick leave</li></ul>

Online Resources:

Employment Eligibility Verification Policy

- <http://www.emich.edu/hr/employment/policies.php>

Independent Contractor Information

- <http://www.emich.edu/controller/>

Temporary Wage Guidelines

- <http://www.emich.edu/hr/compensation/pay.php>

Completed packets with approvals should be sent to:

Contact Information

Employment Office  
140 McKenny Hall  
(734) 487-3430