

POLICY TITLE: Hiring Temporary and On-Call Support Staff	MICHIGAN STATE UNIVERSITY	College of Human Medicine
Category & Number: HR/Payroll-1	Last Revised Date:	
Effective Date: 02/01/10	Revision Number: 1.0	
Responsible Party: Toya Pruitt	Page 1 of 2	
Persons Affected: Dean's Office unit staff who hire temporary and/or on-call support staff		

1.0 Policy/Purpose:

Temporary and on-call support staff employees are hired using the University's web-based Temporary Employment Management Program called the TEMP System. In general, hiring for units of the Dean's Office is to be done by the Dean's Office Human Resources Assistant and is done directly into the TEMP System, eliminating the need for printed paperwork. Exceptions to this policy must be approved by the Human Resources Manager and/or the Chief Operations Administrator. A list of [temporary titles](#) is available to assist units in selection of an appropriate title. The TEMP System is also used to terminate individuals who are no longer working. It is the unit's responsibility to notify the Dean's Office Human Resources Assistant when a temp or on-call position is terminated.

2.0 Definitions:

- 2.1 Temporary staff: Hired to work for less than nine months. An exception to this is for clerical technical employees who may be hired to work up to 120 days, with a possible 60-day extension if requested.
- 2.2 On-call staff: Hired to work an irregular schedule of hours equating to less than half-time, or a set schedule of 19 hours or less per week.

3.0 Procedures:

- 3.1 Applicant completes the following paperwork and/or provides the following:
 - a. Temporary Hiring paperwork – personal information section. (Note: This paperwork is printed from the TEMP System when the person doing the hiring is not the Dean's Office Human Resources Assistant.)
 - b. Section I of Form I-9 and documents used for verification . Please obtain the most current form online.
 - c. Criminal background check consent form
 - d. Federal, State, and City (if applicable) tax forms
 - e. Direct deposit form – optional
 - f. Original social security card
- 3.2 Before the applicant leaves, the hiring unit should :
 - a. Review Temporary Hiring paperwork for completion – personal information section.
 - b. Complete Temporary Hiring paperwork - department section.

- c. Verify that Section I of the Form I-9 is completed properly and complete section II.
 - d. Verify that page 2 of the criminal background check consent form is signed.
 - e. Verify that each tax form is signed and dated. The applicant may choose to turn these forms in at a later time. However, **be certain to inform the applicant that if tax forms are not returned to MSU Payroll, the default deduction will be 0.**
 - f. Ensure that if the applicant has completed an optional direct deposit form, that it is complete and that a voided check is attached.
 - g. Make a copy of the applicant's social security card.
- 3.3 Hiring unit sends the original paperwork to the CHM Human Resources Office:
- a. Temporary Hiring paperwork with personal and department sections completed.
 - b. Completed Form I-9.
 - c. All 6 pages of the signed criminal background consent form.
 - d. All tax forms, unless the applicant decides to turn them in later.
 - e. Direct deposit form, if the employee elects to complete the form.
 - f. A copy of the social security card.
- 3.4 CHM Human Resources Office will:
- a. Verify all hiring paperwork is completed properly.
 - b. Input hiring information into the TEMP System and print out the Hiring Requisition for Temporary Employment.
 - c. Send the following to HR Staffing Services, Temp/On-call, 110 Nisbet Building.
 - i. A copy of the Hiring Requisition for Temporary Employment form
 - ii. Form I-9
 - iii. Criminal background check consent form
 - iv. Copy of social security card
 - d. Send the following to MSU Payroll Department, On-call/Temp, 350 Administration Building.
 - i. A copy of the Hiring Requisition for Temporary Employment form
 - ii. Tax forms (if completed)
 - iii. Direct deposit form (if completed)

The following forms are available online:

I-9 Form: <http://www.uscis.gov/i-9>

Background Check Consent Form:

http://www.hr.msu.edu/hiring/hiring_docs/DisclosureandConsentForm.pdf

Federal Tax form: <http://ctrl.msu.edu/Download/forms/ex55a.pdf> (Please print double sided.)

State Tax: <http://ctrl.msu.edu/Download/forms/ex55b.pdf>

City Tax: <http://ctrl.msu.edu/Download/forms/ex55c.pdf>

Direct Deposit: <http://ctrl.msu.edu/Download/forms/ex55d.pdf>