

<b>POLICY TITLE:</b> <b>Hiring Temporary and On-Call Support Staff for East Lansing Campus</b>	
Category & Number: HR/Payroll-2	Last Revised Date: 04/06/2018
Effective Date: 02/01/10	Revision Number: 1.3
Responsible Party: Toya Pruitt	Page 1 of 3
Persons Affected: Dean's Office unit staff who hire temporary and/or on-call support staff for East Lansing Campus	

### 1.0 Policy/Purpose:

Temporary and on-call support staff employees are hired using the University's web-based Enterprise Business Systems (EBS). In general, hiring for units of the Dean's Office is to be done by the Dean's Office Human Resources. A list of [temporary titles](#) is available to assist units in selection of an appropriate title. Enterprise Business Systems (EBS) 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 when a temp or on-call position needs to be 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.
- 2.3** Conflict of Interest (COI): No employee shall be under the direct supervision or control of a "relative." Employment of "relatives" in the same unit or department or under the same supervisor is authorized only with the prior written approval of the head of the unit or department and the Office of the Provost or the Office of Human Resource Services, as appropriate.

### 3.0 Procedures:

#### 3.1 Hiring Unit Responsibilities

- a. Hiring unit sends Temp/On-Call hiring application packet to the new hire and instructions on how to complete Section 1 of the electronic I-9.
- b. Once the application comes back complete and Section 1 of the I-9 is complete, Hiring Unit verifies Section 2 of I-9.
- c. Hiring unit provides instructions to fill out tax forms and direct deposit or pay card information using the Employee Self Service tab in EBS.
- d. Hiring unit completes conflict of interest form if applicable.
- e. Hiring Unit completes New Hire Checklist-Temp/On-Call

- 3.2** Hiring unit sends the original paperwork to the CHM Human Resources Office:
- Completed Temporary/On-Call application.
  - Two signed pages of the background check consent form.
  - Conflict of Interest form if applicable.

**3.3** CHM Human Resources Office will:

- Verify all hiring paperwork is completed properly, if not completed they will be sent back to the supervisor for completion.
- Enter all Temporary/On-Call information into EBS.
- Scan and upload background check consent form.
- Scan and upload conflict of interest form if applicable.
- CHM-HR will notify Hiring Units when their new Temp/On-Call employee can begin working based on when their hire was approved in EBS.

The following forms are available in the Temporary/On Call hiring packet:

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

Background Check Consent Form

Payroll Timesheet

Employee Self Service Tools Instructions to enroll for direct deposit/pay card and taxes

Temp/On Call job titles

<https://www.hr.msu.edu/ua/promotion/support-staff/on-call-temp-title-list.html>

#### 4.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0	February 1, 2010	T. Pruitt	Original
1.1	September 12, 2016	L. Bell	New requirements: Forms that are available in application packet; what should be submitted electronically vs. paper form
1.2	April 5, 2017	L. Bell	Updated 3.0 Procedures: Hiring Unit Responsibilities vs. CHM HR Responsibilities; CHM-HR will notify hiring units when the new hire can begin working. Title Change: "Hiring Temporary and On-Call Support Staff for East Lansing Campus" to be specific toward the hiring process for East Lansing.
1.3	April 6, 2018	L. Bell	Removed all language regarding completing paper tax and direct deposit/pay card forms – no longer available. All has to be completed through Enterprise Business System (EBS) per HR policy.

