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**Temporary Hires**

To hire a temporary employee for a period less than 4.5 months approved by the Office of Human Resources, the following steps must be completed:

An approved written request (Signed off on by the appropriate Vice President) should have been sent to the Office of Human Resources, justifying the need for a temporary employee. The justification should include:

1. Position Title
2. Hourly Wage
3. Hours to be worked per week

This justification should be emailed to the Assistant Vice President, Human Resources ([argee@pvamu.edu](mailto:argee@pvamu.edu)) and the Director of Employee Services ([raayyar@pvamu.edu](mailto:raayyar@pvamu.edu)).

**Please wait to get confirmation of approval of your temporary hire before completing the rest of the steps (items 2 through 10).**

A PDAQ should be completed on each temporary hire prior to the hire's start date. This action can be initiated in the [PV PAWS](#) system as "New Position and Fill". The PIN should be indicated as "TEMP" on the Position Details page. **Creators should indicate the hours the temporary employee will work each week and the hourly rate that the temporary employee will be paid on the Comments Page. The hourly rate indicated should be in alignment with the minimum hourly wage listed on the University's Compensation Plan for the position (title).**

Temporary hires should complete an online application using the "Create Application" link via the [PV PATH Online Application System](#) five working days prior to the first day of work. Prospective temporary hire should print, sign and date the application and turn it in to the hiring department. There will not be a corresponding job posting for this type of hire.

Department should have submitted a completed [Confidential Release Form](#) to initiate a criminal background check on the prospective temporary hire. The prospective employee may not begin working until the results of the criminal background check have been received.

- Anytime there is a break in employment, a new background check is required on the prospective employee.

The Office of Human Resources should have been contacted for an offer letter template. A copy of the finalized offer letter should have been emailed to [hrtteam@pvamu.edu](mailto:hrtteam@pvamu.edu) for review by the Office of Human Resources. **The offer letter should not be extended to the prospective employee until the finalized offer letter has been approved by the Office of Human Resources via email.**

Letter of temporary offer should have been extended to the prospective temporary hire in accordance with offer template provided by the Office of Human Resources. All written offers of employment must be routed to the appropriate Vice President's office. The written offer of employment will be sent out from the hiring department's respective Vice President's office. **Please ensure that the mailing address for the prospective employee is correct. A corresponding department envelope should be attached to the written offer when routing to the respective Vice President's office.**

The prospective temporary hire should have returned the accepted/declined written offer of employment to the hiring department. The hiring department should have forwarded the accepted/declined offer to the Office of Business Affairs. The Office of Business Affairs will route all accepted/declined written offers of employment to the Office of Human Resources.

The completed [Faculty/Staff Email Account Request Form](#) for the prospective employee should have been submitted to the Office of Human Resources upon successful written offer of employment being accepted three working days prior to the hire date. Form should have been submitted along with signed, accepted written offer of employment.

EPA should be routed so that it is approved by the Office of Human Resources three working days prior to the temporary employee's start date. Employee start dates are the 1<sup>st</sup> and 15<sup>th</sup> of each month. If the 1<sup>st</sup> or 15<sup>th</sup> falls on the weekend, the employee may begin the following Monday. **Approval of the**

[Office of Human Resources](#)

**EPA is contingent upon the successful completion of the above listed items 1-8.**

10 New Employees are required to attend New Employee Orientation. Department will be notified by the Office of Human Resources via email that the new employee has been approved to attend New Employee Orientation.

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