



## Temporary Employee Hiring Checklist

A temporary employee is defined as someone hired for six months or less to fill a specific short term need such as a special project, temporary workload or filling in while an employee is on a leave or while a search is underway. Temporary employees are generally paid by the hour, must complete a time sheet for time worked, and are not eligible for any employee benefits.

A graduated Villanova student, regardless of whether (s)he previously worked as a student employee, may not work as a student employee even for a limited time period. The graduated student must be hired as a temporary employee following the procedures outlined below.

A current Villanova student is not considered a temporary employee but rather a student employee, even during the summer months.

### **HIRING A TEMP THROUGH AN AGENCY**

- Obtain the approval of your department head or Dean to hire a temporary employee.
- Verify that you have the funds in your budget to cover the temporary employee's salary expense through the Finance Manager for your department or college.
- Contact Human Resources (HR) at [hr@villanova.edu](mailto:hr@villanova.edu) to obtain temporary employee(s) through an agency.

### **HIRING A TEMP THROUGH THE UNIVERSITY**

*If the position is funded by a grant:*

- If the position is funded by a grant, funding must be pre-approved by the Office of Research Administration. Please inform your college's Finance Manager of your intention to hire a new employee on a temporary basis.
- Obtain position number from Budget Office and complete the steps below under "*After the funding is approved*".

*If the position is not funded by a grant:*

- Obtain the approval of your department head or Dean to hire a temporary employee.
- Verify that you have the funds in your budget to cover the temporary employee's salary expense through the Finance Manager for your department or college.
- Obtain position number from Budget Office and complete the steps below under "*After the funding is approved*".

- Review the University's [Minors in Villanova University Programs policy](#) and [Employment of Relatives policy](#).

*After the funding is approved:*

- Create a job requisition online in PeopleAdmin. Please review the [job posting guide](#) for assistance.
- The posting will be reviewed and once it is approved, it will be posted online to begin accepting applications. Once you have identified the candidate that you would like to hire, you will need to complete an online hiring recommendation form and submit it for approval. You will receive an email when the hiring recommendation is approved and can then contact the candidate and extend a verbal offer of employment contingent on the satisfactory completion of background clearances.
- If the candidate accepts the offer, you will need to update their application status to "Offer Accepted" and HR will then contact the candidate to begin the background clearance process. We will contact you to confirm a start date after the HireRight clearance is complete with satisfactory results.
- HR will send the new temporary employee the new hire paperwork. Please instruct them to report to our office on or before their start date with all completed forms and proper identification as required and described on the I-9 form. If they do not report with all documents as required within the first 3 days of employment, they will be paid for any time worked but will not be able to continue working until the paperwork is completed.
- All temporary employees are required to complete biweekly timesheets, available on the [Payroll department website](#). Supervisors MUST approve and send timesheets to Payroll according to the procedures and schedules on their website in order for their temporary employee to be paid.

#### **WHEN THE TEMPORARY ASSIGNMENT HAS ENDED**

- If hired through a temporary employment agency, please send an email to [hr@villanova.edu](mailto:hr@villanova.edu) so that we can contact the agency and inform them of the assignment end date.
- If hired through the University, please complete and send a [Personnel Action Form](#) to [hrpaf@villanova.edu](mailto:hrpaf@villanova.edu) at least one week before the end of the assignment.
- Collect all keys, equipment, parking pass, etc. from the temporary employee on their last day.