

Dear Temporary Hiring Managers:

As we continue to improve the service that ECU Temporary Services provides, I would like to take this opportunity to share a few changes and provide some information that will be beneficial regarding temporary SHRA/CSS employment. The information below will assist you in making a smooth transition as you onboard a new temporary employee. Please note that we are here to assist the ECU community with all your temporary staffing needs.

Peopleadmin 7

All Temporary request information and hiring process, will be submitted through PeopleAdmin 7 system. Please visit the Human Resources webpage at www.ecu.edu/hr to view the job aides and videos.

Email and Banner Information

Your new temporary employee will receive their username/pirateid 24 hours after the first scheduled day of work. Should the employee have questions regarding this access after their first day of employment, please have them contact Justin Atkinson, Coordinator of Temporary Services, at 252-328-9823.

Payroll Information

- Each temporary employee is required to enter time into Kronos and should be approved by their supervisor.
- Temporary employees are paid on the same payroll schedule as permanent ECU employees receiving payment on the 15th and the last day of each month.
- To ensure timely payment to the employee, they should turn in time sheets to you by the first day of the month and the 16th of the month. The supervisor then must approve and submit the timesheet by the posted payroll deadline. Please follow up with your temporary employee to ensure that the timesheet is submitted according to the payroll deadline schedule.
- The University has 24 pay periods every fiscal year with a two-week processing period for each payroll. Therefore, when a temporary employee receives a paycheck, they will be paid in arrears receiving payment for hours worked during the previous pay period.
- All temporary employees are expected to participate in our direct deposit program.

Employee Evaluation

At the end of the temporary assignment, please contact Justin Atkinson, Coordinator of Temporary Services, at atkinsonju23@ecu.edu, or 328-9823. He will provide you with an evaluation form to gather feedback regarding your temporary employee. This feedback will allow us to better place our temporary employees in various positions in the university. If you are dissatisfied with an employee, please let us know so that we can counsel the employee or replace the employee, if needed.

Termination of Temporary Employment

Please inform Justin Atkinson, Coordinator of Temporary Services, if you need to terminate an employee. This will allow us to place the employee in a new temporary assignment and will also allow us to provide you with a new employee in an expedited manner.

At the end of each temporary assignment, please be sure to submit a termination form, through www.pirateport.ecu.edu, under Human Resources forms.

Orientation

Temporary employees are required to attend a four-hour orientation prior to beginning a temporary assignment. Orientation is held each Monday morning, from 8:30 am – 2:00 pm.

Things to Remember

- *Temporary employees must take a 31-day break in service after 11 months of continuous service.*
- *If a temporary employee is returning to the same assignment after a break in service, additional information may be requested. Examples of additional information may include attempts at identifying appropriate funding to create a time-limited or permanent position as well as information regarding the ongoing needs of the department. Recurring temporary positions will be initially reviewed and will have subsequent reviews every three to six months. Documentation will be required for each extension.*
- *Retirees are exempt from this rule. Retirees may return after a 31-day break in service. An initial letter must be placed in the employee file, showing that they are not seeking or interested in permanent employment. There are no other exceptions to this rule.*
- *Department representatives will receive notification when a temporary employee is nearing the 11-month mark, from the Coordinator of Temporary Services.*
- *Please note that the University is considered as one employer, and as such, the 11 month rules applies whether the temporary employee is transferring from another department, or is working with an outside temporary agency.*
- *Special note about Intermittent Temp employees: An email will be submitted to the department when an employee reaches 1560 hours in a calendar year. Please note that the Intermittent employee will need to end employment until the next fiscal year once they reach 1560 hours as an intermittent employee. Please note that this designation must be approved by the Coordinator of Temporary Services prior to beginning the hiring process.*
- *Temporary employees have a non-exempt FLSA status and will receive overtime pay should they work over 40 hours in a workweek. Having a temporary employee work more than 40 hour is not advised.*
- *These employees are not eligible to accrue compensatory time.*
- *Temporary employees are paid only for hours worked, and do not receive pay when the University is closed due to weather or holiday closings.*
- *The hiring manager is expected to monitor and ensure the appropriate break is taken by the temporary employee.*

We appreciate you using ECU Pirate Temp Services. Please feel free to contact Justin Atkinson, at 328-9823 or atkinsonju@ecu.edu with any questions or concerns.