

TEMPORARY APPOINTMENT FOR SPECIAL PROGRAMS INSTRUCTIONS

What is a Temporary Appointment for Special Programs Action?

The Temporary Appointment for Special Programs Action is to be used when an employee has accepted duties and responsibilities outside her/his regular work schedule and duties or for individuals who have accepted an offer of **temporary employment**. This is an "at will" agreement and will usually pertain to duties of **short duration**. It is not to be used as a regular supplement of income. Online approval through the Fairmont State University Hiring Manager's Site (PeopleAdmin) must be obtained before the employee can begin working or be compensated. **IMPORTANT: Monies must be available in the appropriate budget line item and a position number assigned by the Budget Office (Heidi.Aloe@fairmontstate.edu) before an employee can be hired and paid via the PeopleAdmin Temporary Appointment Action.** Temporary Appointment Actions without sufficient budget to support the payment will be rejected and the budget manager will be notified via e-mail.

Completing the Online Process:

Please search the Rehire Database by following steps 1 – 5 below. Rehires are much shorter and quicker than new hires because the employee's personal information is already in Banner! If you find no record by searching last name and classification title, you will need to complete the steps for completing a **Temporary Appointment NEW HIRE**, page 2.

Instructions for Completing Temporary Appointment REHIRE Process:

Search Rehire Database:

1. Log into PeopleAdmin via 'Quick Links' at www.fairmontstate.edu, click on myFairmontState. Log in with your UCA and password. Click on **HR - PeopleAdmin**. Once logged into PeopleAdmin, confirm that you are logged in with the '**Supervisor/Hiring Manager**' user type. The system identifies how you are logged in > see welcome box at top of the page. The current user type is identified in **bold blue** font. If you are not logged in as Supervisor/Hiring Manager, please change your user type by clicking '**change user type**,' a menu item located under ADMIN; select the Supervisor/Hiring Manager radio button, then click '**change group**.' Note: if you do not have the option to select the radio button for 'Supervisor/Hiring Manager,' please contact the Human Resources Office at hr@fairmontstate.edu.
2. Under **Position Descriptions** located on left hand side of your menu, click '**Begin New Request**.'
3. Under **Rehire Temporary Appointment**, click '**Start Action**.'
4. Under the **Classification Title** field, select '**TEMPORARY APPOINTMENT FOR SPECIAL PROGRAMS**,' then enter the employee's last name in the '**Employee Last Name**' field (or SSN in the SSN field). Click '**search**.'
5. If the search brings back the appropriate employee information, continue to step 6. If not, **STOP** and go to Step 2 in the **Instructions for Completing Temporary Appointment NEW HIRE Process** (page 2).
6. Click '**start action**' under appropriate employee's present job title.
7. Click '**continue to next page**' which will take you to the '**Personal Employee Information**' tab; review required fields for accuracy on this tab.
8. Click '**continue to next page**' which will take you to the '**Job Information**' tab; complete required fields on this tab. Note: You may arrow over more than one person inside the supervisor/hiring manager's field. Hiring managers arrowed over will have access to take action on pending requests if needed or see the approved action later. *Caution: if you do not arrow yourself over, you will no longer have access to view or edit the action.* **IMPORTANT:** If you are hiring a graduate assistant, please arrow over "Serena Scully" as an additional Supervisor/Hiring Manager. **See page 4 for all information pertaining to processing graduate assistants.**
9. Click '**continue to next page**' which will take you to the '**Notes**' tab; notes are optional and may be entered in the notes section. Once a note is entered, click '**add notes**,' then '**confirm**.'
10. At this point, if desired, you may print and obtain signatures on the online temporary appointment report by clicking on '**Temporary Hire**' located under the report section (upper right of page). *Please retain for departmental use only* – do not send to the Payroll Office.
11. Click '**continue to next page**' which will take you to the '**View Rehire Temporary Appointment Summary page**.'
12. Select the appropriate radio button. If the temporary appointment hire has been approved by the supervisor/hiring manager, select '**Submit Action to Payroll**.' If you are not ready to send to payroll, select '**Save Action without Submitting**.'
13. Click '**continue**' and '**confirm**.' If you are finished working in the system, please click '**logout**,' located under ADMIN on left hand side of your menu.

Instructions for completing Temporary Appointment NEW HIRE Process:

1. If you are already logged in with the Supervisor/Hiring Manager user type, skip to step 2. If not, log into PeopleAdmin (see login instructions on page 1). Once you are logged into PeopleAdmin, confirm that you are logged in with the '**Supervisor/Hiring Manager**' user type. The system identifies how you are logged in > see welcome box at top of the page. The current user type is identified in **bold blue** font. If you are not logged in as Supervisor/Hiring Manager, please change your user type by clicking '**change user type**,' a menu item located under ADMIN; select Supervisor/Hiring Manager radio button, then click '**change group**.'
2. Under **Position Descriptions** located on left hand side of your menu, click '**Begin New Request**.'
3. Under **Hire for Temporary Appointment**, click '**Start Action**.'
4. Select classification title called '**TEMPORARY APPOINTMENT FOR SPECIAL PROGRAMS**.' Click '**search**.'
5. Click '**select title and continue**.'
6. Click '**continue to next page**' which will take you to the '**Personal Employee Information**' tab; complete required fields on this tab. Note: During the offer to the applicant and IFs/he has accepted, you will need to gather the following information in order to complete this tab.
 - Last name, First name, Middle name
 - Social Security Number
 - Address, including county
 - Hispanic or Latino? (yes or no)
 - Race (American Indian/Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White)
 - Date of Birth
 - Name as it appears on SS card (this will be verified when gathering payroll forms, I9, W4, etc)
 - US Citizen?
 - Contact telephone number
7. Click '**continue to next page**' which will take you to the '**Job Information**' tab; complete required fields on this tab. Note: You may arrow over more than one person inside the supervisor/hiring manager's field. Hiring managers arrowed over will have access to take action on pending requests if needed or see the approved action later. *Caution: if you do not arrow yourself over, you will no longer have access to view or edit the action.* **IMPORTANT:** If you are hiring a graduate assistant, please arrow over "Serena Scully" as an additional Supervisor/Hiring Manager. **See page 4 for additional information pertaining to processing graduate assistants.**
8. Click '**continue to next page**' which will take you to the '**Notes**' tab; notes are optional and may be entered in the notes section. Once a note is entered, click '**add notes**,' then '**confirm**.'
9. At this point, if desired, you may print and obtain signatures on the online temporary appointment report by clicking the '**FSU Temporary Hire**' report, as applicable, located under the report section (upper right of page). *Please retain for departmental use only – do not send to the Payroll Office.*
10. Click '**continue to next page**' which will take you to the '**View Hire for Temporary Appointment summary page**.'
11. Select the appropriate radio button. If the temporary appointment hire has been approved by the supervisor/hiring manager, select '**Submit Action to Payroll**.' If you are not ready to send to payroll, select '**Save Action without Submitting**.'
12. Click '**continue**' and '**confirm**.' If you are finished working in the system, please click '**logout**,' located under ADMIN on left hand side of your menu to leave the system.

IMPORTANT:

The following payroll forms are required for new hires (employees not currently in the payroll system):

- Completed **Hiring Manager's Check List for New Hires** (used as a cover sheet for following forms)
- Federal Form W-4 – Employee's Withholding
- West Virginia State Form WV/IT-104 – Employee's Withholding
- Federal Form I-9 – Employment Eligibility Verification
- West Virginia State Form – Direct Deposit Authorization
- Completed Street Maintenance form

If you selected, 'Save without Submitting:'

1. You may return to your saved action by logging back into PeopleAdmin (see step 1 regarding login instructions) and then clicking '**Pending Actions**' located under '**Position Descriptions**' on left hand side of your menu.
 2. Click '**view**' under the appropriate position title. This opens the action for view only. You have two choices:
 1. If everything looks okay and you are ready to submit the action to payroll, select the radio button for '**Submit Action to Payroll.**' Click '**continue**' and '**confirm.**' If you are finished working in the system, please click '**logout,**' located under ADMIN on left hand side of your menu.
- OR**
2. If you need to make edits to the action, click '**edit**' a blue link located at the top of the page. Continue to step 3.
 3. Make edits to each tab as needed, clicking '**continue to next page**' to navigate through the tabs until you reach the '**View Hire for Temporary Appointment Summary page.**'
 4. Select the appropriate radio button to save or send to payroll. Click '**continue**' and '**confirm.**'
 5. If you are finished working in the system, please click '**logout,**' located under ADMIN on left hand side of your menu.

If an action is returned to you by Payroll

1. Log into PeopleAdmin (see step 1 on page 1 regarding login instructions). Please confirm that you are logged in with the '**Supervisor/Hiring Manager**' user type. The system identifies how you are logged in > see welcome box at the top of the page > your current user type is **bold and blue**. If you are not logged in as '**Supervisor/Hiring Manager,**' please change your user type by clicking '**change user type,**' a menu item located under **ADMIN**.
2. Under the Position Description heading, click '**Pending Requests.**'
3. Click '**View**' beneath the appropriate position title.
4. The screen that comes up is the View Summary Page. This is where you can view the entire action in one window.
5. Scroll down to the **NOTES** portion of the page. You will find the reason that payroll returned this action to you.
6. Click '**edit**' link above the Action Status bar and then complete necessary edit(s) navigating through each section by clicking '**Continue to Next Page.**'
7. Once you reach the '**view summary**' page, select radio button for '**submit to payroll.**'
8. Click '**continue**' and '**confirm.**'

Graduate Assistant Hires

The following procedure has been created in order to keep graduate assistant employment information centrally and departmentally located. This information is used for multiple administration reports, i.e., IPEDS.

- All Graduate Assistants must be assigned a TGA Position Number instead of the usual I Position Number.
- The TGA # can be obtained from the budget office (Heidi.Aloe@fairmontstate.edu).
- Please list Serena Scully as an additional Supervisor/Hiring Manager in PeopleAdmin for all graduate assistant hires.

Outstanding action message

Occasionally, when beginning a temporary appointment action, you will get a system message saying there is an outstanding action and therefore, you will be unable to continue with this particular person's temporary appointment job. This message means one of two things:

1. In most cases, another department is in the process of hiring the same person for a different temporary appointment job. Until that department's action is approved by payroll, you will not be able to start your own request.
2. If you started an action on the person and was interrupted before you could complete or save the action, the record has probably been locked in the 'create status.' Occasionally, we find that the action will automatically unlock itself given some time. Feel free to retry the action after a couple hours. If the action does not unlock, please email hr@fairmontstate.edu and HR will contact PeopleAdmin.

Employee's First Work Date:

- Online approval must be granted before an employee can begin working and prior to the payroll cycle for which the pay is desired to start/occur.

Pay Dates

- Employees are paid biweekly and in arrears.

Calculation of Fringe Benefits:

- There are two spreadsheets which allow hiring/budget managers to see the total budget impact for fringe benefits. Links to these spreadsheets are available inside the online forms repository at www.fairmontstate.edu.
 - If an employee is currently full time, please use the **Calculate Fringe Benefits for FT Employee Form**
 - If an employee is currently part time, please use the **Calculate Fringe Benefits for PT Employees Form**,
 - If an individual is not currently set up as an employee in the payroll system, please use the **Calculate Fringe Benefits for PT Employees Form**.

Providing Salary Information:

- List only the base salary in the TOTAL salary (whole dollar form) field. Do not include the additional cost of fringe benefits in the total salary field. The cost of fringe benefits will also be deducted from the hiring/budget manager's budget, but will be calculated and added to the base budget by the Payroll Office.
- Base salary should be expressed in whole dollar form. Do not use decimal figures; round to the next whole dollar. If not indicated on the online form, the Payroll Office will apply rounding as necessary so that payments are made in whole dollar amounts.