Important Reminder
FY16 Hiring of Temporaries through SilkRoad

A temporary employee does not have another employment relationship with the University. This process is NOT to be used for supplemental salary situations.

**Renewal** of Existing Temporaries

1. Review the **Position Definition Policy** to ensure compliance.
2. Complete a **Budget Revision**, if needed, to provide funding for the position. (Budget Revision Instructions)
3. Note the employee name and position number from current time report.
4. Complete a requisition in Silkroad. (In the notes section, indicate this is a renewal of a current temporary and list the employee’s name and hourly/salary rate.)
   - Consult Requisition Creation and Approval guide or click here to register for an upcoming Silkroad training session
5. To ensure that the current temporary employee does not miss a pay, the hire process must be completed by June 11, 2015. Therefore, the requisition should be entered as soon as possible, but no later than May 22, 2015.

**New** Temporaries

1. Review the **Position Definition Policy** to ensure compliance.
2. Contact Maryann Grimsley (Budget Office) to determine if a temporary position for the org and account already exists or if one needs to be created. Mary Ann will provide you with the position number.
3. Complete a **Budget Revision Form**, if needed, to provide funding for the position. (Budget Revision Instructions)
4. Once the position is created and a position number is known, complete a requisition in Silkroad. (If this is a focused search, indicate the name of the individual to be hired and hourly/salary rate in the requisition notes section. Upload the individual’s resume into Silkroad.)
   - Consult Requisition Creation and Approval and Resume Uploading guides or click here to register for an upcoming Silkroad training session
5. If the new temporary is a graduating student currently employed in a student position, indicate this in the notes section of the requisition.
6. To ensure a new temporary’s pay the first pay period in July, the hire process must be completed by June 11, 2015. Therefore the requisition should be entered as soon as possible, but no later than May 22, 2015.
7. Temporaries that begin employment on or after Monday, May 11, 2015, will be approved for both FY15 and FY16.

For additional information, contact: Nike´ Cline-Bailey (extension 3698); Mary Ann Grimsley (extension 3723); Carol Maegly (extension 3637) or Kerry Brown (extension 3436).