

FY22 Hiring of Non-Faculty Temporary Employees through SilkRoad Recruiting

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

To ensure that the temporary employee does not miss a pay, the entire hiring process must be completed by **June 15, 2021**. The requisition should be entered into Silkroad no later than **May 28, 2021**.

New Temporary employees that begin employment on or after May 9, 2021, will be approved for both FY21 and FY22.

1. Review the Position Definition Policy to ensure compliance.
 - To review the Position Definition Policy, click [HERE](#).
2. For a new temporary position, contact Allen Zernich in the Budget Office (see contact info below), to determine if a temporary position for the org and account already exists or if one needs to be created. Allen will provide the position number.
3. Complete a Budget Revision form, if needed, to provide funding for this position.
 - Instructions on how to complete a budget revisions, click [HERE](#).
 - To access the Budget Revision Form, click [HERE](#).
4. Complete a requisition in SilkRoad for new and existing temporary employees.
 - In the notes section of the requisition, list the employee's name and hourly/salary rate. If this is a renewal of a current temporary employee, please indicate this information.
 - If the individual is a graduating student currently employed in a student position, please also indicate this in the notes section of the requisition.
 - For instructions on creating a requisition in SilkRoad, click [HERE](#).
 - To register for training on creating a requisition in SilkRoad, click [HERE](#).

For additional information, contact:

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| • Tanti Tempfli, Human Resources | tempflit@xavier.edu | ext. 4214 |
| • Allen Zernich, Budget | zernichaa@xavier.edu | ext. 3712 |
| • Carol Maegly, Provost | maegly@xavier.edu | ext. 3637 |
| • Jen Thornton, Payroll | thorntonj2@xavier.edu | ext. 3436 |