Temporary Employee Approval Process

This communication is to reinforce the important steps in requesting a Temporary Employee assignment in Workday. Some of the steps are new for FY2021 and you will want to provide the information that approvers need in order to process your requests. It does not apply to student employees.

If you have Workday process questions, please see the Workday job aid, <u>How to Hire a Temporary Employee</u> or contact Workday Customer Care (973) 655-5000, option 3 or WCCSupport@montclari.edu. If you have funding questions contact the Budget Office.

1) **For University-funded positions only: Reassigning Work to a Unit Employee or Requesting a Reassigned Employee.[1]** Before hiring a temporary employee, you are required to make every effort to reassign the work to an existing regular University employee within your unit whose job description encompasses the job duties without offering them additional compensation to perform these duties. If you are unable to reassign the job duties within your unit, contact Human Resources for the list of regular employees that are available for temporary reassignment.

2) **Timing**. Enter temporary employee requests into Workday at least <u>2 weeks</u> before the employee will begin to work and insure all new hire steps are taken, including completion of the I-9. Starting an employee at work prior to full approval in Workday may result in termination of the employee and/or budget cuts to cover the cost of unauthorized payroll.

3) **Pre-approval.** If a temporary employee is the only option, begin the temporary employee request process in Workday. When entering a non-grant-funded request into Workday (funds F10-16 and F60-61), confirm that the request matches one that is already on the <u>FY2021 Temporary Employee Pre-approved</u> list. Include the *Position Reference* # and the projected cost from the list in your comments within Workday. Positions that do not appear on the pre-approved list will not be approved unless the need is critical and you have adequate budget to re-allocate to temporary employee line. Salary Savings on vacancies are not available to fund temporary employees.

4) **Funding Source.** For non-grant-funded positions, make sure the Workday request has the same funding source as indicated in the FY2021 Temporary Employee list. If the funding source is a Gift, Grant or Project, or has split funding, you must enter the appropriate worktags in the "Costing Allocation" step, so the position will be charged to the correct funds, and not your operating funds.

5) **Cost against Budget.** In your comments, include a description of the assignment and the number of weeks, hours per week, hourly rate, and resulting total cost for the assignment. Confirm that there is adequate temporary employee budget remaining to cover the cost of the assignment.

6) **Approval**. Budget Office is the final approver in the Workday business process for the hiring of non-grant temporary employees. In the case of grant-funded positions, Budget Office will forward the requests to Grants Accounting for final approval.

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[1] *This step is not required for grant- and gift-funded positions, Americorps workers or student researchers.*