

Temporary Hourly Employment

- Classified Hourly (CH) - A CH Employee can work a contract of **9 months**, working up to a maximum of 40 hours a week. After the 9 months are complete, the CH Employee would have to take a Mandatory 3 months off before being able to work again at the university, or if your department has an available TE-Line or E-Line position available, they could be moved into that position after the 9 months. This position is eligible for Sick Leave, would not be overtime eligible, and they would need to contribute to a PERA Retirement account.
- Administrative Hourly (AH) - An AH Employee can work yearly contracts, working up to a maximum of 19 hours a week. As of July 1, 2019, we are no longer putting an end date on any AH Employee's position. With this new policy, Supervisors would no longer have to send in a new ePAF every fiscal year to extend an AH Employee's position (Please see below as when a new ePAF would need to be submitted). This position is eligible for Sick Leave, would not be overtime eligible, and they would need to contribute to a PERA Retirement account.

New Temporary Hourly Onboarding Process

As of June 1, 2020, we are no longer setting appointments for Individual Intake Sessions to collect paperwork and go over how to fill out an online timesheet. Instead, we will be utilizing an Online Video on how to complete timesheets and asking New Hires to submit paperwork and IDs through a secured Liquid Files Link. To get your new Temporary Hourly Employee started as soon as possible, we have created 2 checklists for both the Supervisor and Employee to complete. These checklists are available on the FORMS Section on the HR website, under the TEMPORARY category. As a friendly reminder, until HR has received all necessary documents from both the Supervisor and Employees end, the employee would not be authorized to start working. Once all necessary paperwork has been turned in, HR will send out a confirmation email to both the Supervisor and Employee stating that all paperwork has been turned in, the employees background check has been approved, and they are now authorized to begin working as of the date that is on the confirmation email.

When Does An ePAF Need To Be Submitted?

A new ePAF is needed when there needs to be any change to a Temporary Hourly Employees position in Banner. These changes are as follows:

- New Temporary Hourly Position
- Supervisor Change
- Pay Rate Change
- Funding (FOAPAL) Change
- Classification Change (AH->CH, CH->AH)
- Changing of BEGIN / END Date

As mentioned above, we are no longer putting an end date on any AH Employee's position in Banner. Supervisors will no longer have to send in a new ePAF every fiscal year to extend an AH Employee's position. For more information on ePAF, please visit our [ePAF](#) section on the MSU Denver HR Website



What Would Be A Good Start Date?

Typically, we ask Supervisors to have a Temporary Hourly Employee start at the beginning of a pay period (1st, 16th). We do understand that sometimes there is a need to hire a Temporary Hourly Employee in the middle of a pay period, which at that point we would ask to give as much notice as possible. We do ask if Supervisors can stay proactive and start working on the onboarding process as soon as you realize your department is in need of a Temporary Hourly Employee. The 3 biggest things that hold up the onboarding process include, an ePAF, missing paperwork from the employees end, and the approval of the employees' background check.

What Would Be A Good Pay Rate?

For Temporary Hourly Employees, HR does not come up with a Salary Range for these positions. Instead, we follow the State of Colorado's guidelines and enforce that the minimum a Temporary Hourly Employee can be paid would be \$16.71/hr. If the position is funded by a Grant and would need to be paid below this rate, we would ask for a copy of the contract which states the agreed upon rate to include with the Employees file.

Pay Periods, Lunch Breaks, Missed Timesheet Deadline

Temporary Hourly Employees fall under the SM (Semi-Monthly) Payroll. This payroll is the same that the University's Student Employees fall under as well. Please make sure that your Temporary Hourly Employees are taking their lunch breaks and reflecting them on their timesheets. As a friendly reminder, an employee must take a minimum of 30 minutes as a lunch break before the 5-hour mark. As mentioned above, please also make sure that your Temporary Hourly Employee is not going over their maximum allotted hours per week. As a friendly notice, the University's work week starts on Saturdays and ends on Fridays.

If a Temporary Hourly Employee misses their deadline to submit their timesheet for a pay period, they must communicate with the Supervisor the hours they worked for that pay period, and the Supervisor will need to add them in on the next pay period as Past Time Hours. If the Supervisor missed the deadline to approve the employee's timesheet for that pay period, they will need to turn in a signed copy of the employee's timesheet with the supervisor's signature in addition to a Manual Payment Request Form. As a friendly reminder, each Supervisor is limited to 2 Manual Payment Request Forms per Fiscal year, and any additional request will be up to HR and Payroll's discretion. With the current situations we are living in, it would be to the Supervisors best interest to set up a PROXY in case they find themselves unable to approve timesheets for a pay period. If you have a PROXY that no longer works at the University, please reach out to HR to be able to change this record in Banner.

Separations

If a Temporary Hourly Employee is no longer working for your department, please send a Temporary Hourly Separation Form to HR to start the Separation Process. This form is located on the FORMS Section on the HR website, under the TEMPORARY category.



Sick Leave

MSU Denver offers temporary, non-benefit eligible employees sick leave. The sick leave is accrued at a rate of 1 hour for every 30 hours worked, not to exceed a maximum of 48 hours in a calendar year.

How to view accrued hours: Go to the employee self-services tab. Students can navigate to the tab through the main menu of the Student Hub. Temporary Hourly Employees can navigate to the tab through the employee services menu link on the Faculty & Staff Hub. Once in the employee tab, click leave balances. Here employees can view what leave has been accrued and taken with each pay period.

How to report leave: Go to WebTime Entry Online timesheet, the employee will see the sick leave earnings code and will enter hours taken. Once the payroll has closed, the information will update, and the employee will see their current balance.

Resources

- HR Website Forms Section: <https://www.msudenver.edu/hr/forms/>
- Secured Liquid Files Link: <https://secureshare.msudenver.edu/filedrop/CALCALA1@msudenver.edu>
- Payroll Schedules: <https://www.msudenver.edu/hr/forms/timesheets/studentemployeeestemporaryemployees/>
- Supervisor / Proxy How to Guide: https://www.msudenver.edu/media/content/helpdesk/kb/bannerselfservice/WebTimeEntry_Supervisor.pdf
- Setting Up a Proxy: <https://www.msudenver.edu/media/content/humanresources/training/ProxySetUpDirections.pdf>
- Entering Past Time Hours: <https://www.msudenver.edu/media/content/humanresources/timesheets/EnteringPastTimeHours.pdf>
- Manual Payment Request Form - https://www.msudenver.edu/media/content/humanresources/forms/ManualPaymentRequestForm_2018.pdf
- Point of Contact for Temporary Hourly Employment: Carlos Alcala – calcala1@msudenver.edu ; Backup: Ramona Morris – morriram@msudenver.edu