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TEMPORARY EMPLOYEE JOB CODES & SUMMARIES

STUDENT EMPLOYEES & WORK STUDY STUDENTS

JOB CODE: 0998, OR 0997

DEFINITION: Any undergraduate student that is working for the university in a work-study student or student intern/employee role. These employees must enter and track their time. For these roles, FLSA overtime rules apply. These individuals are eligible for overtime compensation if they work over 40 hours. However, federal work study students should not work over 20 hours/week.

METHOD OF PAYMENT: Hourly, paid bi-weekly. These employees must enter hours worked into Kronos or PeopleSoft in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive the payment.

ENTERING INTO PEOPLESOFT: Hire students through the Student Employment Office website.

ATTACHMENTS: I-9, W-4

APPROVAL WORKFLOW: See Student Employment Office.

STATUS: No changes

TERMINATION: Complete the Change Form for Student, Work Study and Temporary Hourly Employees.

AUTO-TERMINATION: These employees are automatically terminated at the end of the academic year and at the end of the summer session.

TEMPORARY HOURLY EMPLOYEES
JOB CODE: 0996

**DEFINITION:** Temporary employees that are non-exempt from the overtime provisions of FLSA. These individuals are eligible for overtime compensation if they work over 40 hours in a scheduled workweek.

**METHOD OF PAYMENT:** Hourly, paid bi-weekly. These employees must enter hours worked into Kronos or PeopleSoft in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive the payment.

**ATTACHMENTS:** I-9, W-4, Signed Offer letter, Temp Hourly Form

**APPROVAL WORKFLOW:** 1. Department Approver → 2. Human Resources → 3. Payroll

**STATUS:** Offer letter signed by employee now required.

**TERMINATION:** Complete the Change Form for Student, Work Study and Temporary Hourly Employees.

**AUTO-TERMINATION:** These employees are automatically terminated after 6 months of non-payment. However, departments are encouraged to terminate employees as of their last day work as soon as possible in order to reduce potential costs and provide accurate reporting data.

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**TEMP HOURLY SERVICE/ MAINTENANCE (NEW!)**

JOB CODE: 1011

**DEFINITION:** Temporary employees performing tasks that would otherwise be completed by an employee covered by the United Electric bargaining agreement (if it were a full-time, long-term position.) This work is non-exempt from the overtime provisions of FLSA. These individuals are eligible for overtime compensation if they work over 40 hours.

**METHOD OF PAYMENT:** Hourly, paid bi-weekly. These employees must enter hours worked into Kronos or PeopleSoft in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive the payment.*

**ATTACHMENTS:** I-9, W-4, Signed Offer Letter, Temp Hourly Form

**APPROVAL WORKFLOW:** 1. Department Approver → 2. Human Resources → 3. Payroll

**STATUS:** New job code and offer letter signed by employee required.

**TERMINATION:** Complete the Change Form for Student, Work Study and Temporary Hourly Employees.

**AUTO-TERMINATION:** These employees are automatically terminated after 6 months of non-payment. However, departments are encouraged to terminate employees as of their last day work as soon as possible in order to reduce potential costs and provide accurate reporting data.

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**TEMP GRAD EMPLOYEE (TGE) (NEW!)**

JOB CODE: 1012

**DEFINITION:** These temporary employees are enrolled as graduate students. If they also have an underlying GA, GRA, GTA their term will be less than 12 months. Temp grad employee assignments occur between the graduate appointments, though a 1-2 week overlap with a grad appointment may be approved. The temp grad employee job code should be used when a grad student has not yet reached program complete and there is or is potential for a GTA, GA, and/or GRA appointment. As a result, it is possible that the temp grad employee record is the only active record. This will occur most often in the summer months.

An example of this is a 9 month GRA working for 2 months in the summer as a Temp Grad Employee completing a department’s administrative duties. These employees may not have teaching duties or stand in front of students. If the position has teaching duties, departments should pay the minimum grad stipend and create or extend the term of the underlying GTA, GA or GRA position.

This position’s hours are restricted to a total of 20 hours a week. In some circumstances, these individuals may receive additional approval to work up to a maximum of 30 hours per week. These positions may be paid through restricted funding.

**Please note:** Additional work completed during a full-time grad student appointment term (total of 0.5 FTE GTA, GA, and/or GRA) should be paid on via an additional pay form. Additional work during University school breaks or holidays (e.g., spring break) that occur during a grad employee’s appointment term should be paid via an additional pay form.

**METHOD OF PAYMENT:** Hourly, paid bi-weekly. These employees must enter hours worked into PeopleSoft in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive the payment.*

Updated 2/21/2018
ATTACHMENTS: I-9, W-4, Signed Offer Letter, Temp Hourly Form


STATUS: New job code and offer letter signed by employee required.

TERMINATION: Complete the Change Form for Student, Work Study and Temporary Hourly Employees.

AUTO-TERMINATION: These employees are automatically terminated after 6 months of non-payment. However, departments are encouraged to terminate employees as of their last day work as soon as possible in order to reduce potential costs and provide accurate reporting data.

TEMP INTERNS/STUDENT LEADERS WITH APPROVED STIPEND (NEW!)

JOB CODE: 1001

STUDENT LEADERS DEFINITION: These roles require the primary affiliation of the employee to be an enrolled at UVM as an undergraduate or graduate student. Therefore, this position cannot be filled via an external recruitment of a non-undergraduate and graduate student. Since the primary role is a student, not an employee, FLSA overtime and minimum wage requirements do not apply. Examples of student leaders: SGA, IRA, GSS, Peer Mentor, Orientation Leader.

INTERNS DEFINITION: It is highly encouraged that interns be hired through student services as student employees to be paid hourly and at a rate that is at least minimum wage. Interns must be paid at least minimum wage unless the internship meets ALL six criteria below, as outlined by the US Department of Labor:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.
7. If an internship meets the above criteria and a department wishes to award the intern a stipend that results in payment less than minimum wage, they can use this job code.

Interns who meet the six criteria above are UVM undergraduate or graduate students completing tasks that provide experience related to their field of study. The internship must meet the requirements to be an unpaid intern and therefore, FLSA overtime and minimum wage rules do not apply. Individuals under this job code MUST have an internship agreement or notification letter on file that outlines that the position has met the six criteria outlined by the DOL that allows for an unpaid internship. Please note: Unpaid internships need to be related to the student’s academic studies, the student needs to have an internship agreement on file AND the student should be receiving credit. Please contact the Career Center if you have questions regarding hiring an unpaid intern.

METHOD OF PAYMENT: Stipend, paid semi-monthly via an Additional Pay Form. Supervisors must provide an accurate estimate of employee’s hours to be documented in PeopleSoft (tracked on the additional pay form.) It is very important to track hours worked for reporting purposes, even if this results in the employee being paid less than minimum wage.

ATTACHMENTS: I-9, W-4, Signed Offer Letter, Temp Exempt/Student Leader/Coach Form, Additional Pay Form

AN ADDITIONAL PAY FORM MUST BE ATTACHED WHEN HIRING AN EMPLOYEE ONTO THIS JOB CODE.


STATUS: New process.

MISSED TIME: If the employee misses an entire day of work and will not be making up that time another day in the same week, their pay may be decremented for that full day of time missed.

TERMINATION: Complete the Termination Form for Temporary Coach, Student Intern/Leader and Temporary Exempt Employees.

AUTO-TERMINATION: These employees are automatically terminated after 6 months of non-payment. However, departments are encouraged to terminate employees as of their last day work as soon as possible in order to reduce potential costs and provide accurate reporting data.

Updated 2/21/2018
TEMPORARY EXEMPT EMPLOYEES (NEW!)

**JOB CODE: 1002**

**DEFINITION:** Employees in this category MUST meet the below criteria.

- **Salary Test:** Paid a minimum of $455/week.
  - **Exceptions:** For employee’s whose primary duty is teaching, practicing law and medicine (must be licensed and certified), medical interns and residents covered under this exemption, the salary basis and salary requirements do NOT apply.

- **Duties Test:** The primary duties completed in this role must meet the requirements under one of the FLSA Duties exemption categories: Executive, Administrative, Outside Sales, Computer Employee, Professional or Highly Compensated. Click HERE for duties test questionnaire.

*Please Note:* “Primary duty” in relations to the tests above means the principal, main, major or most important duty that the employee performs.

**METHOD OF PAYMENT:** Salaried paid off additional pay form, paid semi-monthly. Supervisors must provide an accurate estimate of employee’s hours to be documented in PeopleSoft (tracked on the additional pay form.)

**ATTACHMENTS:** I-9, W-4, Signed Offer Letter, Temp Exempt/Student Leader/Coach Form, Additional Pay Form

**AN ADDITIONAL PAY FORM MUST BE ATTACHED WHEN HIRING AN EMPLOYEE ONTO THIS JOB CODE.**

**APPROVAL WORKFLOW:** 1. Department Approver → 2. Human Resources → 3. Payroll

**STATUS:** New process, replacing Temp Weekly

**MISSED TIME:** If the employee misses an entire day of work and will not be making up that time another day in the same week, their pay may be decremented for that full day of time missed.

**TERMINATION:** Complete the Termination Form for Temporary Coach, Student Intern/Leader and Temporary Exempt Employees.

TEMPORARY EXTRA

**JOB CODE: 1000**

**DEFINITION:** In order to be paid on this job code, all criteria below must be met. Generally, the only reasons for this job code are bonus/awards made to previous employees/retirees, and in order to pay severance.

1. When payment is being made through payroll however, there is no work associated with the payment.
2. The individual has no active paid records in the system. (No active records, active NPC/POI records only)

**METHOD OF PAYMENT:** Salaried paid off additional pay form, paid semi-monthly. Supervisors must provide an accurate estimate of employee’s hours to be documented in PeopleSoft (tracked on the additional pay form.)

**ATTACHMENTS:** I-9, W-4, Signed Offer Letter, Temp Exempt/Student Leader/Coach Form, Additional Pay Form

**AN ADDITIONAL PAY FORM MUST BE ATTACHED WHEN HIRING AN EMPLOYEE ONTO THIS JOB CODE.**

**APPROVAL WORKFLOW:** 1. Department Approver → 2. Human Resources → 3. Payroll

**TERMINATION:** After one pay period without earnings record terminates.

TEMP COACH EMPLOYEES (NEW!)

**JOB CODE: 1003**

**DEFINITION:** These employees are coaches for club or intermural sport(s.) These individuals should be paid at least minimum wage for the estimated hours of work.

**METHOD OF PAYMENT:** Salaried paid off additional pay form, paid semi-monthly. Supervisors must provide an accurate estimate of employee’s hours to be documented in PeopleSoft (tracked on the additional pay form.)

**ATTACHMENTS:** I-9, W-4, Signed Offer Letter, Temp Exempt/Student Leader/Coach Form, Additional Pay Form

Updated 2/21/2018
AN ADDITIONAL PAY FORM MUST BE ATTACHED WHEN HIRING AN EMPLOYEE ONTO THIS JOB CODE.


STATUS: New process, replacing Temp Weekly

MISSED TIME: If the employee misses an entire day of work and will not be making up that time another day in the same week, their pay may be decremented for that full day of time missed.

TERMINATION: Complete the Termination Form for Temporary Coach, Student Intern/Leader and Temporary Exempt Employees.

WHEN DOES A TEMPORARY JOB NEED TO BE ESTABLISHED?

TEMPORARY JOB RECORD ONLY

When an employee is completing short-term, project-based, or seasonal work for the university they should be hired as a temporary employee using one of the job codes described above. If they have multiple positions at the University please review the Multiple Job Records section below.

Please note: In certain situations it may be appropriate to pay an individual/company as an independent contractor. Please see the Independent Contractor Policy for additional details.

MULTIPLE JOB RECORDS

If an employee is doing work in a different department that is not related to the primary position then the employee should have an additional temporary employee record established to document the additional work.

STAFF PRIMARY JOB

- Contact Classification and Compensation Team prior to the submission of forms to ensure that pay rate and potential overtime implications have been addressed. Temporary employee forms with an underlying staff record as a primary job must be approved by the home department AND classification and compensation team prior HR approval for processing.
- Per the Staff Handbook, compensation should not exceed 20% of the employee’s salary or the equivalent of 1 full-day of work.

FACULTY PRIMARY JOB

- Contact Faculty Services prior to the submission of forms to ensure that pay rate and potential overtime implications have been addressed. Temporary employee forms with an underlying staff record as a primary job must be approved by the home department AND classification and compensation team prior HR approval for processing.
- Per the applicable bargaining agreement, compensation should not exceed 25% of the employee’s 9,10,11,12 month compensation without prior approval from the Provost.