eTemp Form How to Guide

Last Updated June 2021

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Purpose

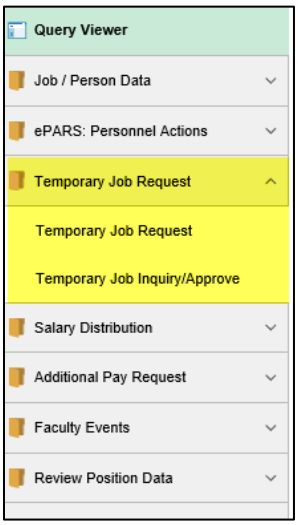
This how to guide provides the process for completing the e-Temp Form in PeopleSoft along with the applicable workflow when requesting a new hire or rehire for a temporary employee or paid non-employee. For details on hiring, job code descriptions, required attachments, offer letter templates etc., please utilize the Temporary Employee & Paid Non-Employee Manual and Policy along with other resources available on Human Resources Services' Temporary Employee Resources webpage.

Access

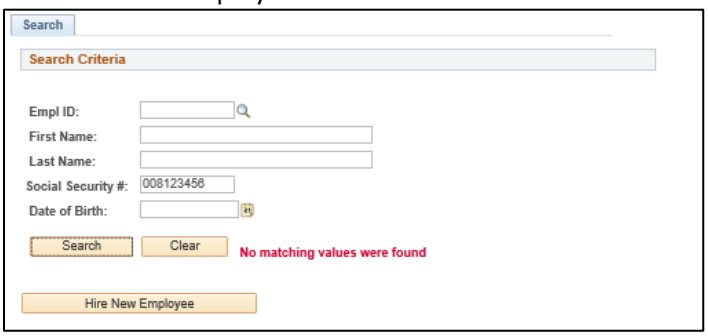
Access to approve an eTemp Form is based on approval access to ePAR. Access to initiate is based on the eTEMP Role, will be assigned to those with Business Manager access (department specific). If updated access is required, submit a PeopleSoft Access Request - link located on the PeopleSoft login screen.

eTemp Form Request

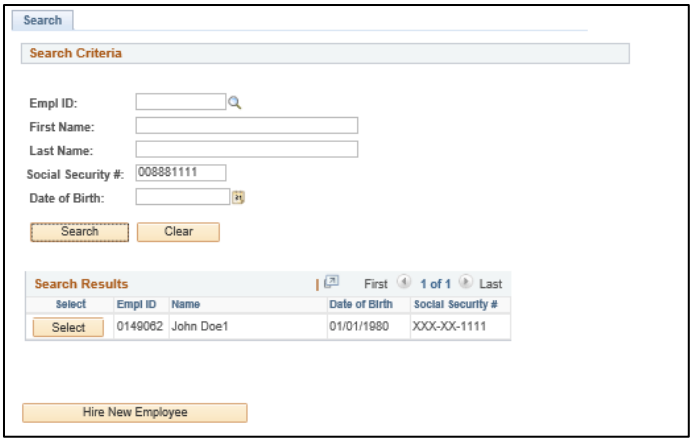
1. Click on the UVM Business Manager tile.
2. New menu item on the left for Temporary Job Request.



3. Select Temporary Job Request to create hire request for a temporary employee.
4. Enter in search criteria to identify any existing/historical record(s).
   - It is not necessary to enter information into all search fields.
   - Using employee ID or social security number is strongly encouraged as that is a unique identifier and will prevent duplication/denied forms.
   - If the person you are trying to hire does not have a social security number, you must use a paper form instead found here.
   - If search results are not found, the individual is not in the system and you need to click on "Hire New Employee."



   - If search results are found, this individual exists in PeopleSoft. Click on Select to choose the next action for this employee.
   - If you used fields other than employee ID or SSN (e.g., First Name, Last Name) for searching and the result(s) do not include the person you want to hire, select Hire New Employee



Hiring a New Employee

- When hiring a new employee (an employee that does not exist in PeopleSoft), the request form automatically opens up and information should be entered.
- Fields required to submit the form are indicated by * in the field header. However, most situations will also require ALL job specific field to be answered in order for the form to be approved by Human Resources in the workflow.
- If the person you are trying to hire does not have a social security number, you must use a paper form instead found here.

Personal Info Tab

- For new hires, complete fields using information collected on the Employee Information Form (EIF) completed by employee. Please note: for new employee's this is a required attachment.
- Demographic information may be left blank if the employee indicated "I do not wish to answer" on the EIF.

Job Info Tab

- Work Eligibility:
  - Complete using EIF.
  - Indicating "yes" will allow the initiator to complete the form.
  - Indicating "no" will not allow the initiator to complete the form.
- Identify the appropriate job code:
  - Select the correct job code to pull in the "job specific fields".
- Utilize Temporary Employee & Paid Non-Employee Resources Link
  - The Hiring Instructions weblink is directed to the Temporary Employee & Paid Non-Employee Resources webpage.

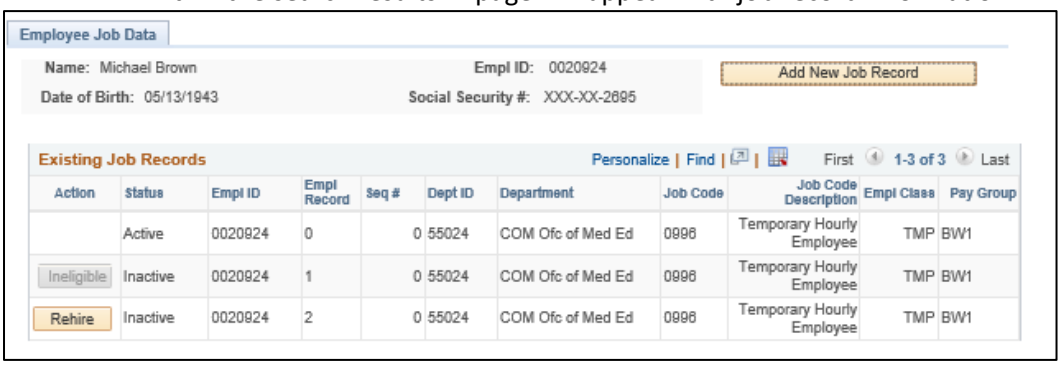
- Working Out of State: New question!
  - Indicate if the employee will be working in or outside of Vermont to ensure compliance with Payroll's Out of State tax processes. Please note: if your

employee is working out of state you will need to complete the out of state electronic form.

- PeopleSoft or Kronos Time Entry
    - For non-exempt job codes only indicate if the employee will utilize Kronos for time entry and therefore be included in the KRONOS pay group.
    - This question will default to "no" as most employees utilize PeopleSoft for time entry and will paid in the bi-weekly pay group.
- Enter Budget Information
    - Combo codes include validation to ensure the correct account code per the employee type is selected and will only allow active combo codes to be used.

Hiring an Existing Employee (Rehire or Add New Record)

- To rehire or to hire an employee with an existing PeopleSoft ID, click on "Select" within the search results. A page will appear with job record information.



- Use the status column to determine which records are eligible for rehire. Special NOTE: To reduce the volume of records in PeopleSoft and to ensure clean data, please select rehire whenever possible.
    - *Active jobs* – cannot rehire; have to Add New Job Record or rehire on inactive job (if applicable)
    - *Inactive/Ineligible jobs* – cannot rehire; job terminated less than 3 months ago; have to Add New Job Record or rehire on inactive job (if applicable)
    - *Inactive/Rehire jobs* – can rehire; click on Rehire option
    - *Add a New Job Record* - If no records are eligible for rehire, select the "Add a New Job Record" button.

Personal Info Tab

- A request form will be generated with the Personal Info tab fields populated from what is currently in PeopleSoft.
- Fields may be updated as needed. E.g., an employee has a new address.
- Demographic information may be left blank if the employee indicated "I do not wish to answer" on the EIF.

Job Info Tab

- Work Eligibility:
    - Complete using EIF, I-9, etc.

    - Indicating “yes” will allow the initiator to complete the form.
    - Indicating “no” will not allow the initiator to complete the form.
- Identify the appropriate job code:
    - Select the correct job code to pull in the “job specific fields”.
- Utilize Temporary Employee & Paid Non-Employee Resources Link
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- PeopleSoft or Kronos Time Entry
    - For non-exempt job codes only indicate if the employee will utilize Kronos for time entry and therefore be included in the KRONOS pay group.
    - This question will default to “no” as most employee’s utilize PeopleSoft for time entry and will be paid in the bi-weekly pay group.
- Enter Budget Information
    - Combo codes include validation to ensure the correct account code per the employee type is selected and will only allow active combo codes to be used.

Attachments Tab

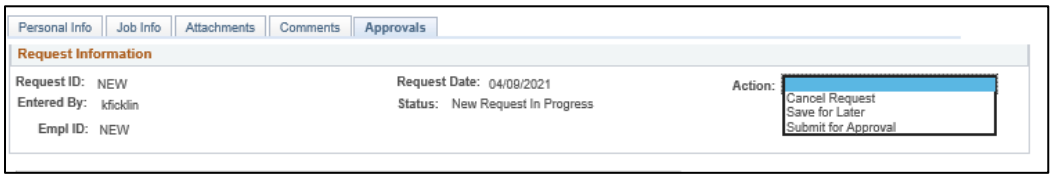
- Add any attachments that are needed for the request.
- Most temporary employee hires/rehires require the following attachments:
    - Employee Information Form: required for new hires but recommended to ensure updated contact information for all employees.
    - Offer, appointment or notification letter. Templates available on Temporary Employee & Paid Non-Employee Resources webpage.
    - I-9 attachments should follow I-9 Policy rules. Typically, this means full I-9 is completed within 3 days of the start date and sent to HRS for retention or as an attachment. I-9s may be completed prior to the start date so long as an offer has been made to the employee. In some circumstances it may be appropriate to indicate that HRS has a “valid I-9 on file” in the comments tab.

Comments Tab

- Add any comments needed
- When denying or pushing back a temp request, make sure to enter comments before denying or pushing back so they show up in the email notification. If you forget, they can still be added after.

Approvals Tab

- Indicate action for the request:



  - Cancel Request – removes from workflow if request is no longer needed.
  - Save for Later – keeps request in New status to be submitted later.
  - Submit for Approval – creates the workflow so the request can move through approvals.
- See workflow section for required approvals.

Workflow

- Once the request is submitted for approval, the initiator will need to approve and the request will move through the workflow.

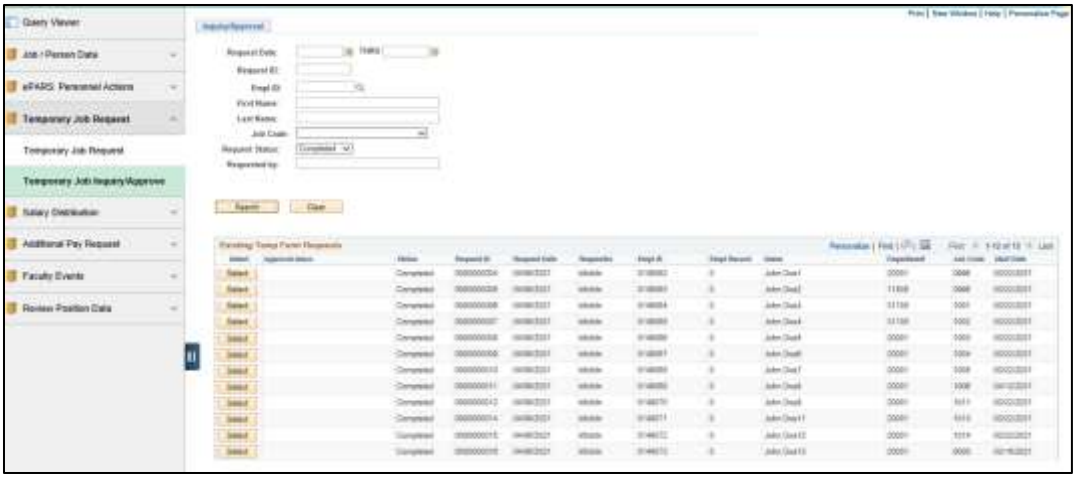
Regular eTemp Form Approval Workflow
Submit → Department Initiator → Department Approver/Dean's Office → Human Resource Services → Payroll

Temp Grad Employee eTemp Form Approval Workflow
Submit → Department Initiator → Department Approver/Dean's Office → Grad College → Human Resource Services → Payroll

- Emails will be generated upon a change in workflow (e.g., on approval, push back, deny, and final approval.)
- Payroll's approval is always the final approval, after wich, they run a process to create the job in PeopleSoft. This will create an empl ID (if needed) and record number.
- Once the job is in PeopleSoft (Job Data), the request status will be updated from Approved to Completed

Inquiry/Approve Screen

1. All requests can be viewed on the Temporary Job Inquiry/Approve page by selecting the Request Status.

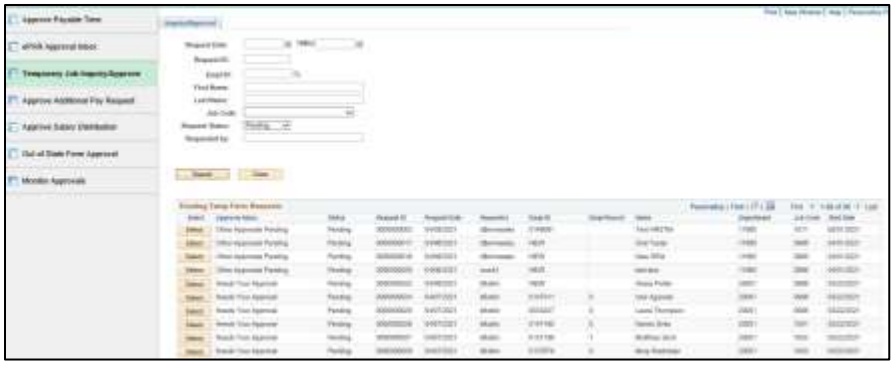


Status

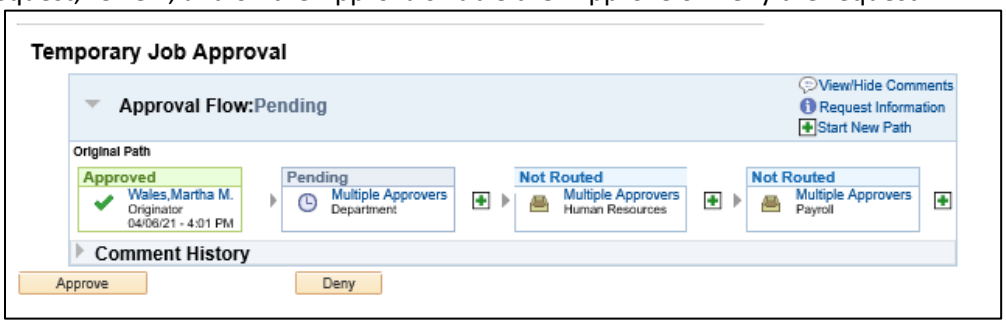
a) Approved – the request has been approved by Payroll, but job is not in PeopleSoft yet
b) Cancelled – the request has been cancelled
c) Completed – the request has been approved by everyone in the work flow and a new record has been created or a rehire of an existing record has been produced in People Soft.
d) Denied – the request has been denied back to the originator
e) Error – the request is in error after the PeopleSoft update process; Payroll will handle these
f) New – the request has been Saved and not submitted into Workflow yet
g) Pending – the request is Pending approvals

Approval Steps

1. Requests will show in the Your Approvals tile
2. To approve eTemp Form requests go to the Temporary Job Inquiry/Approve screen
3. Select “Pending” as Request Status dropdown
4. Sort by Approval Inbox to identify all forms that “Need Your Approval.”
    a. To sort, click on the header of the column you wish to sort by. In this case, click, Approval Inbox.



5. Select the request, review, and on the Approvals Tab either Approve or Deny the request



6. If denying the form you MUST enter in comments in order for details to be included in the email to the initiator.

   Note: the ability to insert Ad Hoc approvers/reviewers is not currently turned on