

Short Term Staff Hiring Request Form

Please Follow the Steps Below

If your Department is in Need of a Short Term or Temporary Employee

**All positions should be posted no matter the term of the appointment
A PRA is not necessary for short term or temporary assignments**

1. **The hiring department originator completes the Short Term Hiring Request Form.**
2. **The paper request form is routed for approval signatures.**
3. **When all signatures are complete, the originator should email the approved form to Talent Acquisition at employment@kent.edu (original copy is not needed).**
4. **Talent Acquisition provides the department with a pool of candidates.**
5. **The Office of Compliance, Equal Opportunity & Affirmative Action reviews the pool of applicants for compliance.**
6. **The hiring department works with Talent Acquisition to select the candidate.**
7. **Talent Acquisition submits the final candidate selection documentation to the Office of Compliance, Equal Opportunity and Affirmative Action for approval.**
8. **Talent Acquisition completes the reference check, background check and additional required pre-employment testing.**
9. **Compensation reviews and determines the hourly pay rate for the position in comparison with the requested pay rate.**
10. **Talent Acquisition coordinates the start date with the department and the candidate.**
11. **Talent Acquisition works with the candidate to complete the required pre-employment paperwork.**
12. **Assignment is processed for payroll by Human Resources Records.**
13. **A copy of the final Short Term Staff Hiring Request Form is returned to the department after processing.**



**For further assistance, please contact Talent Acquisition & Compensation at 22100
or Human Resources Records at 28316**

Short Term Staff Hiring Request Form

Instructions for Completing the Short Term Staff Hiring Request Form

- **Requestor Information:** Enter name, e-mail and phone of Kent State employee completing the Short Term Request Form.
- **Position Number:** Please indicate the position number to be used for the assignment. Click on [Pos# Link](#) for the position number determination document.
- **Talent Acquisition Information:** To be completed for your reference. Indicate the date that the initial contact was made with Talent Acquisition, the Talent Acquisition recruiter's name you are working with and the dates that your position will be advertised.
- **Position Title:** Enter the requested Position Title.
- **Department:** Enter the name of the department where the position will reside.
- **Assignment Begin and End Dates:** Indicate the beginning and ending dates for the short term assignment (cannot exceed 4 months).
- **Work Location, Campus:** Enter the building location and the campus information where the position will reside.
- **Hourly Rate and Pay Grade:** Indicate the hourly rate and assignment pay grade. Contact the Compensation department for assistance if needed.
 - **Term Positions (Unclassified titles) are to be paid at least the minimum for the pay grade for the position title.**
 - **Temporary Positions (Classified titles) are paid at the minimum of the pay grade for the position title.**
- **College, Division:** Enter the college (if applicable) and division information.
- **Anticipated Assignment Schedule:** Please indicate the days and hours the employee will be working (max of 28 hours per week).
- **Shift:** Please enter the shift the employee will be working.
- **Assignment FTE:** The FTE is based on the number of hours worked during a 40-hour week. It is calculated by the formula: *number of hours worked divided by 40*. Click on [FTE Link](#) for the FTE determination document.
 - ***Max FTE is .70 for 28 hours worked per week.**
- **Additional notes:** Indicate any additional information if needed.
- **Funding Information:** Enter the Index Name, Index Number, Org Code, and Account for the department being charged for this assignment. Enter the percentage of funds to be distributed to this index number. Distribution total should equal 100%. Additional lines are available if you are charging more than one index. Distribution Start and End Dates should be the same as the assignment begin and end date.
- **Empower Timekeeping Approver:** Enter the Name, Position Number, and Kent State ID number of the person approving the employee's timecard in Empower.
- **Employee Supervisor:** Enter the Name, Position Number, and Kent State ID number of the person who will be supervising the requested employee.
- **Signatures:** Route the form to the appropriate areas for approval.
- **The following information will be completed by Human Resources**
 - Employee Name
 - Kent State ID Number
 - Employee Type

Short Term Staff Hiring Request Form

FAQs for the Short Term Staff Hiring Request Form

1. **Q: Do I use the Short Term Hiring Request Form for Graduate Assistant (GA) or Faculty assignments?**

A: No, please contact Academic Personnel (28717) for instruction on the proper workflow or paperwork to be used. Please refer to the [Job Aid Link](#) for further clarification.

2. **Q: What are the differences between Term and Temporary Employees?**

A: A **Term Employee** is hired for 4 months or less in a position title that would have Unclassified job duties (example: Term Research Associate, Term Web Designer).

*The University also employs full time, 12 month, Term Employees. Those positions would require both a PRA and an online posting.

A **Temporary Employee** is hired for 4 months or less in a position title that would have Classified job duties (example: Temporary Secretary, Temporary Custodial Worker).

3. **Q: What is the Office of Compliance, Equal Opportunity and Affirmative Action's role in this process?**

A: The Office of Compliance ensures equal access is afforded to all qualified applicants. The Office of Compliance, Equal Opportunity and Affirmative Action utilizes the University's current affirmative action plan to assess the University's compliance needs and to ensure the hiring departments are making a good faith effort addressing under-representation as it relates to women, minorities, veterans and individuals with disabilities.

4. **Q: Why is it that I need to post for a short term position?**

A: Human Resources recommends that all positions be posted no matter the term of employment. Please contact your Talent Acquisition Recruiter for more information.

5. **Q: How do I know which position number to use?**

A: Refer to the [Pos# Link](#) to help determine which position number to use for the type of assignment you are requesting.

6. **Q: Why do I have to pay the short term employee an hourly rate? I want to pay them a flat fee amount.**

A: These assignments are not benefits eligible and cannot work more than 28 hours per week. Term/Temp employees must record all working hours in the Empower timekeeping system. Flat fee payments can only be made to current full-time employees. The Compensation department can assist you in determining an hourly pay rate based upon the budgeted amount for the assignment.



For further assistance, please contact Talent Acquisition & Compensation at 22100 or Human Resources Records at 28316