TEMPORARY EMPLOYEE REQUISITION PROCESS

1. Requestor/Hiring Official (HO) completes and submits the Temporary Employee Requisition form to respective HR Representative via email. This form can be obtained from UTEP Mine Forms website.

2. Upon receipt of form, respective HR Representative will reply to Requestor/HO with additional instructions on Purchase Order (PO) submission and a courtesy copy will be sent to respective Buyer. Purchase Orders are processed through UT Direct/POINT Plus.
   a. For State Funded Accounts/State funds a PB7 will be generated. The following information should be included on the PO requisition:
      i. The 11 digit state commodity code (can be provided by respective HR Representative)
      ii. Add remarks to request temporary position
      iii. Indicate beginning and ending date of service
      iv. Total number of hours to be worked
   b. For Non-State Funded Accounts/Local funds a PB4 will be generated. The following information should be included on the PO requisition:
      i. Attach a complete job description (can be obtained from UTEP website or provided by respective HR Representative)
      ii. Indicate beginning and ending date of service
      iii. Total number of hours to be worked
      iv. Hourly rate for the position

3. Once Purchasing department receives PO requisition, respective Buyer contacts respective HR Representative to confirm completion/approval of Temporary Employee Requisition form.

4. Purchasing department will process purchase order and provide respective HR Representative with final approved vendor copy of PO to employment@utep.edu.

5. Upon receipt of complete/approved forms, respective HR Representative will begin requisition process with designated temporary agency. This request could take from 2 to 5 business days depending on the request, applicant pool, and/or criminal background check results.
   a. If using state funds, Goodwill Industries temporary agency will be used
   b. If using local funds, Integrated Human Capital or RMPersonnel could be used

6. Temporary agency will provide criminal background check results to respective HR Representative via email of selected temporary employee within 24-48 hours of the initial request.

7. Background check results with limited information (satisfactory/unsatisfactory) will be provided to HO for review.

8. If hiring department wants to hire temporary employee into an open/vacant, benefits eligible UTEP position, the normal recruitment/hire process will be initiated and will need to be posted.
   a. Temporary employee must have worked a minimum of 160 hours before buyout if using Goodwill Industries without penalty.
   b. Temporary employee must have worked a minimum of 160 hours before buyout if using Integrated Human Capital without penalty.
   c. Temporary employee must have worked a minimum of 160 before buyout if using RMPersonnel without penalty.
**Note:** If requestor/Hiring Official (HO) wants to replace an existing temporary employee or a temporary employee that voluntarily left the assignment, the requestor/Hiring Official will need to either:

1) Change existing PO and continue from step 2 in this process; or
2) Close existing PO and create new PO; this will require initiating the entire process.