UNC System Office Temporary Hire Procedures

Types of Temps:

Direct Hire
     Temporary employee that is on the UNC System Office Payroll

University Temporary Services (UTS)
     Temporary Agency Service through UNC Chapel Hill or NC State University

Commercial Agency
     Temporary agency service that is outside the system (ex. Kelly Services, Robert Half)

Independent Contractor
     A person is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done.

Direct Hire

1. Manager completes TEA form (found under Permanent/ Temp Positions section).
2. Manager routes TEA form to SVP, Budget, and HR.
3. HR approves TEA form and saves in shared drive.
4. If a qualified candidate has been identified, skip steps 5-6.
5. Hiring manager works with Classification to create job description.
6. If applicant pool is needed, LDTA posts temporary position in Cornerstone and advertises as needed. Manager reviews applicants.
7. Manager interviews and selects candidates.
8. The hiring manager will complete a hiring proposal and the background check on selected candidate is initiated by LDTA.
9. If background check clears, LDTA creates offer letter and terms & conditions of employment in Cornerstone.
10. Once signed offer letter is received, LDTA creates new hire packet (signed offer letter, resume, New Hire form) and sends to payroll.
11. Manager sets up phone access. If new phone number is needed, manager sends helpdesk ticket to IT (help@northcarolina.edu). If existing phone number, manager emails Melaina Hall (mbhall@northcarolina.edu) to switch phone number.
12. Listserv is initiated by LDTA.
13. Manager works with IT about needed equipment and access.
14. LDTA sends new hire welcome email with onboarding details.

University Temporary Services (UTS)

1. Manager completes TEA form (found under Permanent/ Temp Positions section).
2. Manager routes TEA form to SVP, Budget, and HR.
3. HR approves TEA form and saves in shared drive.
4. If a qualified candidate has been identified, skip steps 5.
5. If an applicant pool is needed, manager fills out UTS Form. UTS posts temporary position and advertises as needed. Applicants go directly to the manager. Manager interviews and selects candidate.
6. Manager, UTS, and candidate arrange a start date and communicates date to LDTA.
7. Manager sets up phone access. If new phone number is needed, manager sends helpdesk ticket to IT (help@northcarolina.edu). If existing phone number, manager emails Melaina Hall (mbhall@northcarolina.edu) to switch phone number.
8. Manager fills out Affiliate Form and sends to LDTA.
9. HR sends New Hire Listserv.
10. Manager works with IT about needed equipment and access.
11. Hiring manager/ department creates Purchase Order for the invoices received from UTS.

Commercial Agency

1. Manager completes TEA form (found under Permanent/ Temp Positions section).
2. Manager routes TEA form to SVP, Budget, and HR.
3. HR approves TEA form and saves in shared drive.
4. If a qualified candidate has been identified, skip steps 5.
5. If an applicant pool is needed, agency posts temporary position and advertises as needed. Applicants go directly to the manager. Manager interviews and selects candidate.
6. Manager, UTS, and candidate arrange a start date and communicates date to LDTA.
7. Manager sets up phone access. If new phone number is needed, manager sends helpdesk ticket to IT (help@northcarolina.edu). If existing phone number, manager emails Melaina Hall (mbhall@northcarolina.edu) to switch phone number.
8. Manager fills out Affiliate Form and sends to LDTA.
9. HR sends out listserv.
10. Hiring manager/ department creates Purchase Order for the invoices received from UTS.
11. Manager works with IT about needed equipment and access.
12. Hiring manager communicates with new hire about onboarding.

Independent Contractor

- View information on the Finance Contracts website.