System Office HR Process – Hiring a Temporary Employee

Standard Operating Procedure

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Purpose

The purpose of this document is to outline the hiring process for a temporary employee (to include interns and retirees) organizationally aligned within the system office who have already been identified by the hiring manager. This process is for temporary positions that are funded with existing budgetary funding, as there is a separate process to follow if new funding is needed for the position.

If a manager has a temporary employee they are requesting to hire, this is the process that will be followed to hire the temporary employee. There is a different and separate process if a manager needs to recruit for a temporary employee.

Scope

This document covers the following processes:

- Preparing to hire
- Extending the offer & day 1 onboarding

Roles & Responsibilities

Employees and teams with roles in this process are:

Job title	Responsibility
Division Hiring Manager	Initiates the process with HR to fill hire a selected temporary employee, provides a brief job description and business need, coordinates with finance and business point of contact regarding funding for the position, provides contact information for the temporary employee and their current resume, completes the new hire form.
Talent and Acquisition Consultant	Coordinates with the temporary employee to initiate and conduct the background check, provides offer letter and terms and conditions, initiates hire notice, sends onboarding email.
System Office HR Director	Consults with the hiring manager regarding their intent to hire a temporary employee, initiates the TEA form, coordinates with HR team for hire.
System Office Budget	Reviews Temporary Employment Authorization (TEA) form to ensure the budget is available & consults with Business POC and/or hiring manager on position funding/ chart fields, approves the TEA form for subsequent approvals, approves ePAR for updates as needed in ConnectCarolina.
Class and Comp Consultant	Creates/updates temporary position in ConnectCarolina with position description provided.
Payroll and Leave Specialist	Completes hire action in ConnectCarolina, creates ONYEN and PID, sends welcome email.

Business Point of Contact (POC)	Assists the hiring manager in identifying budget and appropriate chart fields for the TEA form, completes the TEA form with budget and chart field information.
Senior Vice President or Direct Report	Reviews and signs the TEA form to authorize the temporary employee hire.
VP & Chief Human Resource Officer	Reviews and signs the TEA form to authorize the temporary employee hire.

Workflow


Meet with HR
Obtain Approvals
Prepare to Hire
Extend Offer
Onboarding

Procedural Steps

I. Preparing to Hire

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>The hiring manager consults with System Office HR Director on intent to hire a temporary employee. The hiring manager provides the following to HR:
Temporary employee’s current resume and contact information
Brief job description, business need and who the employee will report to
Proposed hourly rate
Proposed start date
Period of employment requested (no more than 11 months unless a retiree or full-time student)
Remote work eligibility</td></tr>
<tr><td>2.</td><td>The hiring manager works with the business point of contact and budget analyst to ensure a funding source is identified for the position.<table><tr><th>IF</th><th>THEN</th></tr><tr><td>Position requires new funding not already established</td><td>Hiring manager must first work with the RAC committee process for approval prior to moving forward. Once that is complete the hiring manager can continue this process with HR and continue to step 3</td></tr><tr><td>Position will be utilizing existing funds/budget</td><td>Proceed to step 3</td></tr></table></td></tr>
<tr><td>3.</td><td>HR initiates the background check process, and the TEA form that will route to the business point of contact (see step 5).</td></tr>
<tr><td>4.</td><td>While the TEA form is routing & background checks are being conducted, HR completes the following actions:<ol type="a">
The Class and Comp Consultant initiates an ePAR to update/create the position in ConnectCarolina and route for approvals (3 levels of approval to include HR and Budget).
Once the position ePAR is complete, then the Payroll Specialist initiates the hire action and routes for approvals (3 levels of approval to include HR and Budget).
Once the hire action ePAR is complete, then the Payroll Specialist creates the employee’s PID and the ONYEN.</td></tr>
<tr><td></td><td>Continue to next page. →</td></tr>
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5.	The Business Point of Contact completes the funding and chart field information on the TEA form and submits to the following for review, edits and signature authorizing the position to be filled as requested. a. Division Senior Vice President or Direct Report b. Budget Officer/Capital Planning VP c. Vice President and Chief Human Resources Officer **Note: The HR and funding ePAR approvers in step 3 of this procedure, System Office HR Director, and Classification and Compensation Consultant are all copied on the TEA form while routing so they can proceed with approvals in ConnectCarolina while the TEA form approvals are being obtained.*
6.	After funding has been identified/confirmed by the Business Point of Contact the Talent Acquisition Consultant sends out the internal hire notification email with proposed start date (minimum of 2 business days' notice is required to give IT adequate time to allocate resources for equipment setup).
7.	Once the TEA Form has routed for all approvals the following individuals will receive a copy of the final approved TEA Form: • Division Senior Vice President or Direct Report • Budget Officer/Capital Planning VP • Vice President and Chief Human Resources Officer • System Office HR Director • Business Point of Contact • Classification and Compensation Consultant • Payroll Specialist • Talent Acquisition Consultant

II. Extending the Offer & Day 1 Onboarding

Step	Action
8.	Once the background check clears and the TEA form has been approved at all levels, the Talent Acquisition Consultant confirms the start date with the hiring manager and extends the offer letter to the temporary employee via DocuSign.
9.	Temporary employee electronically signs their offer via DocuSign and the hiring manager is copied on the completed offer letter.
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10.	The following actions shall be completed prior to the temporary employee's start date: • Hiring manager completes and submits any special access requests for the new temporary employee such as ConnectCarolina or any other systems the temporary employee will require on their first day. • Payroll and Leave Specialist sends the new employee a welcome email with their PID, ONYEN and additional information regarding payroll and parking. • Talent Acquisition Consultant sends the new employee an onboarding email with first day logistics including link to initiate the I-9 process.
11.	The hiring manager, HR and IT will meet with the new temporary employee on their first day. • HR will complete the I-9 verification, issue their Dillon building access card, and validate parking for the new temporary employee. • IT will meet with the employee at the scheduled time to issue any required IT equipment and setup.
	Standard Operating Procedure complete. ✓

Reference

The following documents are not attached here, but may be of additional assistance:

- ***Temporary Employee Process Overview***
- ***Division Finance Points of Contact***

Revision History

Version	Date	Author	Description
v0-1	3/20/23	Christina Hawkins	Draft created
v1-0	3/22/23		Approval by Darryl Bass, VP and Chief Human Resources Officer