Human Resources

Temporary Employment
Temporary Employment

• Purpose: To temporarily fill vacancies created by resignations, promotions, short term projects, FMLA and/or Disability Leave without a search process

• Can only be filled up to 3 months

• Exceptions may only be made upon approval from Human Resources

• Human Resources receives and processes all temp invoices

• We offer 95% of WSU rates
Temporary Employment

- WSU has an exclusive contract with:
  - Employment Plus
  - Crown Personnel Services, Inc.
• Employment Plus
  – Recruits, advertises and screens applicants
  – Refers resumes to WSU, sets up interviews and handles orientation of temp employees
  – Overhead fee: 25% for clerical, 24% for general labor
Temporary Employment

- Crown Personnel Services, Inc.
  - Used for payrolling services only
  - Does not recruit, advertise and/or screens applicants
  - Allows university to hire someone we know (former student, former temp employee, etc.)
  - Overhead fee: 24.5% for clerical, 26% for general labor
Temporary Employment

- An individual cannot be payrolled, if he/she is-
  - A student employee
  - A full-time student
  - Related to anyone in the department
  - On an F-1 visa (international student visa)
Temp employees are not eligible for:

- Holiday pay, vacation, sick leave
- Pay increase
- Wright 1 Card
- Must not be issued office keys, pro-cards
Temporary Employment

• How to fill a temp position?
  – Temporary Job Order Form must be completed and submitted to Human Resources
  – All Crown temps must go through a criminal background check
  – If hiring through Crown, the temp must meet with Human Resources to complete employment paperwork before they can start working
Temporary Employment

Website:

http://www.wright.edu/human-resources/resources/managers-toolkit#tab=temp-employment