



"Our Talent is Working for You!"

**University of Chicago
Temporary Pool
Department Guide**



The University of Chicago

University Human Resources Management

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HR Publication Series

This booklet is the fourth in a series of HR publications by University Human Resources Management. Additional publications include the following:

- Booklet one: Recruiting a Diverse and Excellent Staff at the University of Chicago
- Booklet two: Absence Management Programs: Understanding the University of Chicago's Leave of Absence Programs
- Booklet three: Paying Staff Employees Correctly: A Guide to Paying Non-Union Employees at the University of Chicago
- Booklet four: University of Chicago Temporary Pool Department Guide

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Purpose of the Temporary Pool

This guide was produced for use by units and departments at the University of Chicago and contains procedures related to using the Temporary Pool program.

The University of Chicago Temporary Pool provides departments with qualified, experienced temporary staff to bridge short-term staffing needs. We provide temporary staff to fill seasonal positions, vacation periods, position vacancies due to leaves of absence, and other types of vacancies.

What We Do

We meet with you to discuss your temporary staffing requirements and identify qualified candidates whose skills are suited to your department's needs.

Our services include:

- pre-screening resumes;
- administering criminal background checks;
- conducting reference checks; and
- providing optional skills testing.

Benefits of Using the Temporary Pool

Recruiting temporary employees through the Temporary Pool is an effective means for departments to identify qualified staff for regular full- and part-time temporary positions.

Some of the benefits of using the University of Chicago Temporary Pool include the following:

- we support University departments by identifying

qualified individuals for temporary positions, by conducting interviews, background and reference checks, and by providing optional skills testing;

- we can offer a tailor-made search and recruitment effort outside of the Temporary Pool to find a temporary employee who meets your department's needs;
- hiring a temporary employee allows a department to try out an individual before offering regular employment;
- the commission fee charged by the Temporary Pool may be significantly lower than that charged by an employment agency; and
- temporary employees are motivated to work in the University environment.

Contact Information

For more information about the Temporary Pool or temporary employees, contact:

Kim Grasch
 Temporary Pool Administrator
 Phone: 834-3549
 Fax: 702-0353
 E-mail: temporarypool@listhost.uchicago.edu.

Position Descriptions

The list below provides an approximation of the job categories. Positions can be developed based on your specific departmental needs. We have a variety of temporary employees in the program and can match candidates based on your specific goals.

Administrative/Clerical

Administrative and clerical help are the most frequently requested positions; responsibilities may include performing receptionist duties, developing correspondence, conducting data entry, providing customer service, sorting mail, filing, and completing various other projects.

Requisite computer software skills may include generating and answering e-mail, managing electronic calendars, and using other basic office support software.

Accounting/Finance Clerk

Accounting and finance clerks coordinate department services; responsibilities may include reconciling accounts, conducting A/P and A/R functions, and performing various other accounting and banking duties.

Requisite computer software skills may include generating and answering e-mail, managing electronic calendars, and using other basic office support software.

Medical Secretary

Medical secretaries provide support to one or more individuals in a clinical environment; responsibilities may include scheduling patients, maintaining calendars, transcribing notes, maintaining confidential records,

answering telephones, greeting visitors, sorting mail, and filing. This position may require knowledge of medical terminology and insurance billing codes.

Requisite computer software skills may include generating and answering e-mail, managing electronic calendars, and using other basic office support software.

Light Industrial

Light industrial positions are available infrequently; they may include delivering intercampus mail, maintaining facilities, setting up/taking down event materials, and performing various other light labor duties.

Note: Employee skills range from highly skilled to marginally skilled and include the following types of work:

- highly skilled workers include medical secretaries, high-level or executive secretaries, or administrative assistants;
- moderately skilled workers include general clerical workers, receptionists, file clerks, data entry clerks, etc.; and
- marginally skilled workers include those who have very basic skills; duties range from stuffing envelopes to moving furniture to maintaining department facilities or University grounds.

Skill level varies and pay is proportional to the skill-set required by the requesting department.

Requesting a Temporary Employee

You can request a temporary employee by phone, fax or e-mail.

Telephone Procedures

Contact the Temporary Pool Administrator at 834-3549 as soon as you anticipate a need for temporary assistance. Please prepare the following information to ensure timely placement:

- name of supervisor;
- department requesting temporary employee;
- reason for request;
- start and end date;
- whether an extension or permanent placement is possible;
- skills required for the position;
- rate of pay*;
- account to be billed;
- hours and schedule; and
- work location.

*A temporary employee's pay is determined by the department; however, the Temporary Pool Administrator can suggest an appropriate pay range.

Fax and E-mail Procedures

Download the [Temporary Pool Request Form](#). Send the completed form to the Temporary Pool Administrator by:

- fax: 702-0353 or
- e-mail: temporarypool@listhost.uchicago.edu.

Once you have sent the completed form, please call 834-3549 to confirm that it has been received.

Next Steps

Once we have determined what the position entails, we will recommend candidates for your consideration. We will then offer to fax resumes for your review, and if desired, set up in-person interviews. We will recruit someone with the specialized skills necessary to succeed in your department. You will make the ultimate decision on the final candidate, although we can assist you with the decision, if desired.

Once the placement has been made, we will send an official assignment confirmation via e-mail.

Timecards, Overtime, and Payday

Timecards

Temporary Pool employees track their hours using biweekly timecards. Timecards are issued to temporary employees in the Employment Services Office on payday Friday's.

Temporary employees are responsible for tracking their hours and having the position supervisor sign the timecard to verify hours worked. Timecards are to be processed NO LATER than the Thursday before the pay period end date. Timecards can be submitted through your normal HR batch processing or can be delivered to Employment Services for processing. For Payroll details, please visit:

<http://adminet.uchicago.edu/admincompt/paymanual/index.shtml>.

Overtime

Overtime is not typical with temporary assignments. Temporary workers should be reminded that overtime (time

and one-half) is paid only when an employee has worked more than 40 hours in a contiguous week. It is at the department supervisor's discretion whether to authorize a temporary worker's overtime hours.

Payday

Temporary workers are paid on a biweekly basis. Paychecks are issued to the Employment Services Office on payday Friday. Temporary employees can pick up their paycheck and new timecard between the hours of 10:00 AM and 4:00 PM on payday Friday. We encourage all of our temporary employees to participate in the University's direct deposit program.

Billing and Fee Structure

Billing

UHRM will automatically deduct pay and fees on a biweekly basis using the ledger ID and five-digit account number supplied by your department.

University departments will receive monthly reports indicating the number of hours worked and the total amount charged to the department. Charges are broken down into three sub-accounts: 1700/1791, 4900, and 1903.

The breakdown is as follows:

- 1700/1791: wages;
- 4900: commission charge; and
- 1903: fringe benefit charge.

Fee Structure

The Temporary Pool will add an additional 7.8 % fringe benefit charge for FICA, Unemployment and Workers' Compensation. FICA includes Social Security and Medicare.

There is a 10% commission charge assessed to the wage rate to cover the administrative cost of the Temporary Pool which includes testing, and background and reference checks. This charge, however, is much less compared to an outside agency which may charge significantly more.

Assignment Extensions and Cancellations

It is important to communicate with the Temporary Pool Administrator regarding assignment extensions and cancellations; these are normal effects of temporary work and our employees understand that their employment is offered on an as-needed basis.

Assignment Extensions

Extending a temporary employee's assignment is an easy, yet important step. The original assignment end date is an approximation and can be changed at any time. An assignment can be extended or ended early based on your departmental needs. We will also place a reminder phone call a few days before your temporary employee is scheduled to complete his/her assignment. An extension can be processed at this time.

Temporary employment can be extended up to the six-month maximum. For compliance purposes, a temporary employee cannot work more than six months in an assignment.

Assignment Cancellations

We can cancel an assignment or find a replacement if your temporary employee is not the best possible fit for your department.

Evaluations

Evaluations are a great way of showing your temporary employee your appreciation for a job well done or critiquing areas of improvement. Our temporary employees seek growth opportunities and many have hopes of attaining regular employment within the University. The [evaluation form](#) can serve as a referral, should a temporary employee be considered for a permanent position.

It is also important for the Temporary Pool Administrator to be advised when behavioral issues arise. Although rare, an evaluation form may help in a disciplinary investigation for termination procedures.

Also, we would appreciate your feedback to help us continue to improve the Temporary Pool program. Please see the "Evaluations" section to provide comments on your recent Temporary Pool experience.

From Temporary to Regular Employment

The Temporary Pool is a mutually beneficial program as many employees in the Temporary Pool seek full-time, regular positions at the University and departments can identify qualified individuals for position vacancies from the Temporary Pool.

We recommend trying a temporary employee for a minimum period of one month before offering regular employment. If you are considering bringing your temporary employee on as a regular employee, contact the Temporary Pool Administrator immediately so that appropriate paperwork can be processed. Please refer to your hiring manager for further details about the hiring process.