

## **Hiring Temporary Staff** <sup>[1]</sup>

If you are looking to onboard a person for a few projects for a short time, a temporary position may be an option. Temporary positions at CU System Administration are made for individuals already selected by the department but don't need a full-time schedule and salary.

**Temporary employees cannot be employed for more than 9 months.** Reach out to [System HR](#) <sup>[2]</sup> to discuss your options.

### **Creating or Updating a Position**

This section outlines the process and who is responsible for key steps.

1. The hiring authority discusses the proposed position update or vacancy with the appropriate officer and the Office of Budget and Finance to ensure sufficient funding is available within department. This step must occur before any forms are submitted to Human Resources.
2. Department has preliminary discussions with HR regarding the position duties, position type, potential job title and appropriate pay range.
3. The department then works with HR to capture and/or update elements of the position on the Job Description form, which is then used by the HR team to determine the appropriate career level, the position classification (including exempt/salaried and non-exempt/hourly) and align the position to the appropriate salary range. The length of the temporary position needs to be discussed and agreed upon – an end date needs to be identified for the temporary assignment.
4. Once aligned to the above elements, a Job Change Request Form (JCRF) is routed via DocuSign to obtain formal approval and signatures from HR, the department (including an Officer level within or representing the department) and the budget office.
5. HR approves the position and sends the posting information to CU Careers for recruitment, if applicable.
  - Under the [Equal Pay Act](#) <sup>[3]</sup>, System HR is required to post positions within CU Careers for a certain amount of time. Temporary positions will only be posted to CU Careers if they will last over six months.

### **Ready to Hire**

You've identified who will be joining for a short time. Hiring a temporary position is abbreviated from a typical university staff position:

1. Hiring Department notifies HR which candidate will complete a reference check either by Crossschq or phone. HR starts Crossschq, if applicable, and provides results to hiring

manager.

2. The hiring manager consults HR for potential start date. Start date should be at least two weeks from the offer acceptance to ensure time for processing and background checks. (All start dates fall on Mondays, when UIS is staffed to onboard new employees).
3. HR makes the verbal offer to candidate and notifies hiring manager of verbal acceptance.
4. HR performs background checks and reports the results to the hiring department.
5. HR will prepare and extend an eOffer after the details are finalized (i.e. start date, agreed-upon pay, additional compensation).
6. The hiring department is responsible for working with UIS to make sure that the necessary equipment is ordered, prepared, and ready for the temporary hire's first day of work.

All searches must be conducted in a timely and professional manner that respects the rights of candidates' confidentiality. To attract a highly-qualified and diverse candidate pool for system positions, outreach and recruitment must follow Regent law, Article 10, which states:

*"The University of Colorado does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The university takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees."*

**Groups audience:**

Employee Services

**Right Sidebar:**

ES: HR - Contact

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