



Human Resources' Guide on How to Pay an Individual for Temporary Work

While this guide is intended to cover the most common, basic types of hiring for temporary employment, it should not be considered all-inclusive. At the end of this page is a list of common examples for hiring in differing circumstances. If in doubt, please contact Talent Acquisition Manager, David Herd, at extension 3650 for further guidance.

NOTE: All applicants are subject to a background check.

The following questions should assist in making a proper determination of departmental needs, and how to proceed.

These questions should be answered BEFORE any work by the individual has been performed.

No individual should provide work/a service to the University prior to one of the 4 payment options being set up first:

1. Authorization to Pay form completed and authorized
2. Requisition to pay the temporary staffing agency signed off by purchasing
3. A position has been created and approved in the internal hiring system (jobs.uco.edu/hr)
4. Requisition and independent contractor signed contract (Note: when using UCO's service contract agreement a scope of work with contract price or a not to exceed price must be stated.)

Examples of workers hired and paid by the temporary staffing agency:

- Employees already working full-time at UCO
- Individuals hired by Athletics to take tickets, sell tickets, etc. at sporting events
- Individuals hired to perform a service for an off-campus event
- Individuals hired to work a summer camp (non-grant funded)
- An individual filling in for someone who is out of the office due to surgery, serious illness, maternity leave, etc...

Examples of workers hired and paid by UCO as seasonal or grant-funded workers:

- Wellness Center Instructors
- Bus drivers needed on an on-going basis
- Parking lot patrol workers
- A grant-funded position

Examples of an independent contractor:

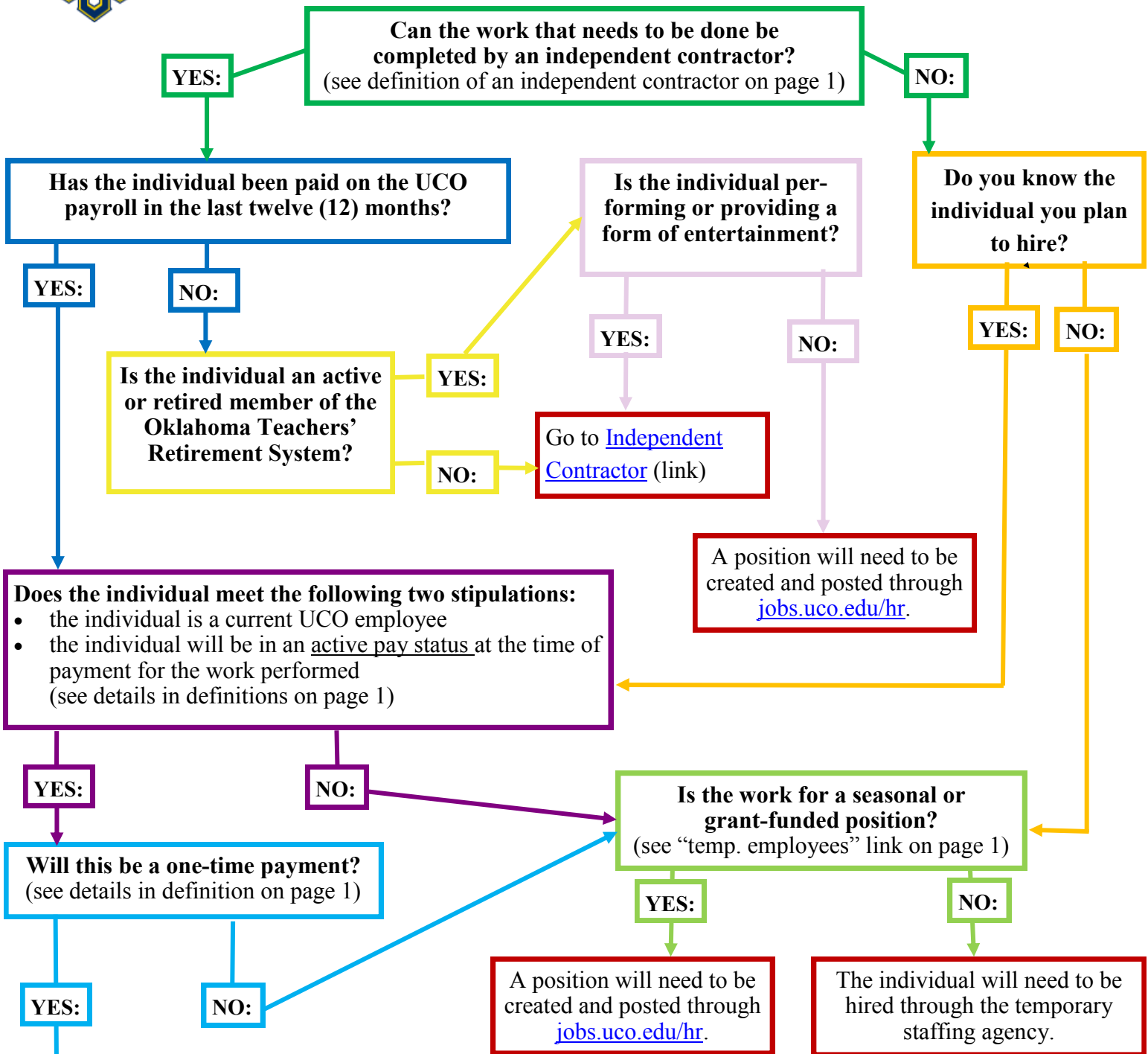
- DJ performing at a student event
- Band playing at graduation

Definitions and Resources:

- Active pay status: the UCO employee has a position number in the banner system that has not been terminated; for verification contact Payroll Services at extension 3353 or look at the banner form **NBIJLST** to see if the individual has an active position
 - Time of payment: the date an employee will be paid according to the [Payroll Calendars](#) (link)
 - One-time payment: a single payment will be made for the work performed
 - [Temporary Employees](#) (link)
 - Independent Contractor must adhere to the following three stipulations:
 - Have other customers outside of UCO
 - Follow an independent trade, business or profession in which they offer their specialized services to the public
 - Are not UCO employee nor do they perform tasks accomplished by current employees
- [UCO Payment Policies, Guidelines & Practices](#) (link)



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- **ADJUNCT:** If the individual will be in an active pay status at the time of payment you can use the Authorization to Pay Form.
- **EXEMPT:** If the individual is a current exempt employee and performing additional duties outside of their normal job scope an Authorization to Pay Form may be used. If the job is during normal working hours the individual will need to turn in a leave approval form as well.
- **NON-EXEMPT:** If the individual is a current non-exempt employee (hourly employee including students) and will be performing additional duties outside of their normal job scope an Authorization to Pay Form may be used. They will also need to turn in a timecard.
If the hours the individual will work during one week TOTAL (in their normal job and the additional work you plan to hire them for) is over 40 they will need to be paid at LEAST their normal pay rate plus time and a half for any hours worked over 40.*

(See definitions on page 1.)