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.

1) **Do you know the individual you want to hire?**

2) **How long will your department need them to work?**

**If the answer to question #1 is no, and the job is for a short time (a month or less):**

a) Call the Employment Coordinator at extension 2327 to see if they have a retiree who may be interested in working and has the skill set you require. Retirees will probably be paid through Advantage Staffing, formerly Talent Tree. You would need to create a requisition with Purchasing to encumber funds to pay Advantage Staffing. Look under miscellaneous forms for the list of Advantage documents. Time cards will be turned in to Advantage Staffing for their payroll processing.  
http://www.uco.edu/administration/pur-pay-trav/_documents-forms/index.asp

b) Call the Employment Coordinator at extension 2327 to obtain a list of local temporary staffing agencies with whom UCO already has a contract. The department would need to create a requisition with Purchasing to encumber funds to pay that agency. Time cards will be turned in to the agency for payroll processing.

**If the answer to question #1 is no, and the job is for a longer time frame (up to six months or on-going seasonal):**

a) Create an on-line requisition for the position in the UCO COOL system, which will trigger off-campus advertising and on-line applications. Workers will be paid through UCO’s payroll. If hired as a temporary, the initial six months may be extended one more time.

b) If designated as a seasonal employee, the employment is for an undefined period, and features uncertain scheduling.
c) These positions accommodate those hired for both full and part-time, but the employee is not eligible for any benefits, regardless of number of hours worked weekly.

d) Make certain that budget is available to pay these individuals.

If the answer to question #1 is yes, and the job is for a short time (a month or less):

a) Refer the candidate to Advantage Staffing to complete enrollment paperwork. Create a requisition with Purchasing to encumber funds to pay Advantage Staffing. Look under miscellaneous forms for the list of Advantage documents. Time cards will be turned in to Advantage Staffing.
http://www.uco.edu/administration/pur-pay-trav/_documents/forms/index.asp

b) In the event Employment Services makes the determination to pay your candidate through UCO’s payroll, the candidate must complete an on-line application in UCO’s COOL system, even if the position is not to be advertised. The department must create an on-line requisition in the COOL system.

If the answer to question #1 is yes, and the job is for a longer time frame (up to six months or on-going seasonal):

a) The candidate must complete an on-line application in UCO’s COOL system, even if the position is not to be advertised. The department must create an on-line requisition in the COOL system.

b) Make certain that budget is available to pay these individuals.

Examples of workers hired and paid by Advantage Staffing:
- Employees already working full-time at UCO
- Those hired by Athletics to take tickets, sell tickets, etc. at sporting events
- Retirees filling in for someone who is out for surgery, maternity, etc.

Examples of workers hired and paid by local, temporary staffing agencies:
- A temporary administrative assistant
- A work crew needed for additional set-up, tear-down for events
- Bus driver(s) for a single event

Examples of workers hired and paid by UCO as temporary or seasonal workers:
- A longer-term replacement for an employee with a serious illness
- A worker hired to complete a specific project
- Wellness Center instructors
- Bus drivers needed on an on-going basis
- Parking lot patrol workers