FAQ’s: Seasonal/Grant-Funded & Temporary Employees

General:

Q: What is the difference between a Seasonal/Grant-Funded UCO Employee and a Temporary Staffing Agency Employee?
A: The difference between these classifications can be found in their definitions and specifically, if the employment has an end date or not:

Seasonal/Grant-Funded UCO Employee – anyone hired to perform services at UCO for ongoing, intermittent employment that is without a specific end date, or is grant-funded. This person is hired and paid through UCO’s Payroll.
   *E.g. Wellness Center Fitness Instructors that cover classes during Summer, Spring, and Fall each year, but are not required during the Winter.*

Temporary Staffing Agency Employee – anyone hired to perform services at UCO on a short-term or once-a-year basis, with a specific end date. The Staffing Agency should also be utilized to facilitate payroll for special campus event workers. This person is hired and paid through Millennium Personnel or Labor Ready.
   *E.g. an admin assistant that is required to cover a permanent staff member that is on an extended absence.
E.g. a campus event worker (ticket takers, event set-up etc.)
E.g. an individual hired to perform a service for an on-campus event, one-week in the Summer

Temporary Staffing Agency Employees:

Q: What is the rate for hiring a Temporary Staffing Agency Employee through Millennium Personnel or Labor Ready?
A: See the “Pricing Options” and “Pricing – Direct Hire” documents at this link

Q: How does a Temporary Staffing Agency Employee get a UCO parking permit?
A: If required, the department employing the employee covers the cost of the UCO permit. Contact parking@uco.edu or ext. 2780 for options.

Q: How does a Temporary Staffing agency Employee get a UCO email address, user ID, shared drive access etc.?
A: Information Technology is currently working on a solution to create a “request form”. Once complete the link will be added here. *(In the meantime, contact dherd1@uco.edu)*

Q: Will my Temporary Staffing Agency Employee need to attend New Employee Training (NET)?
A: No – they will be oriented with Millennium Personnel or Labor Ready

Seasonal/Grant Funded UCO Employees:

Q: Will my Seasonal/Grant Funded Employee need to attend New Employee Training (NET)?
A: Seasonal/Grant Funded employees based on campus will attend the morning session of the next available NET. Those located off-campus are encouraged where possible, but not required to attend NET.

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