



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 on-going, 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 dherdl@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.