

Requests to Hire for Temporary Positions

These processes will be used to process exempt and non-exempt, non-faculty full-time, part time, and seasonal temporary employee contracts. DOES NOT INCLUDE TEMPORARY FACULTY HIRES. To determine which system/process to use, please utilize the [Decision Tree](#).

New Temporary Appointments (eJobs)

When hiring a temporary appointment:

1. The department identifies a need, type of appointment, salary, qualifications, start and end date.
 - Optional: The department requests an internal or external posting.
2. The applicant completes an application in eJobs.
3. The department selects a hire. If the application was submitted to a posting that is not in the department, (e.g. temp pool posting), the department contacts Human Resources to move the application to the department workflow.
 - To request an application to be moved, email HR@ETSU.EDU and include:
 - The applicant name and contact information
 - The type of appointment, support staff or administrative staff
 - The department name and organization code
4. The Applicant Reviewer will update the application's workflow status to "Recommend for Hire".
 - Change user group to Applicant Reviewer
 - Select orange Take Action for application
 - Select Recommend for Hire workflow state
5. The Hiring Manager will select Start Temporary Hiring Proposal.
 - Change user group to Hiring Manager
 - Select Start Temporary Hiring Proposal
 - Complete hiring proposal
 - Submit for approval
 - Optional: Add the hiring proposal to your Watchlist to monitor the approval process.
6. When the hiring proposal has been approved, it will move through the processing steps of the workflow.
 - **Human Resources**—new hire will receive contract to be signed electronically. Hiring Managers can view the completed/signed contract in eJobs.
 - **HR-Pre-employment**—new hire will receive an email to complete required hiring paperwork. A hiring proposal will stay in this state until the hiring paperwork is complete.
 - **HR for Processing**—new hire has completed hiring paperwork, hiring proposal has been submitted to HR Coordinator for processing. New hire is approved to begin working.
 - **Payroll**—HR Coordinator has processed contract. Hiring proposal has been sent to Payroll for final processing.
 - **Hired**—Payroll processes the employee to Banner and moves the hiring proposal to Hired.
7. Hiring managers should begin onboarding for the new hire. See the [Onboarding for Success](#) toolkit for details.

Temporary Renewals/Revisions (eContracts)

When renewing a temporary appointment/hiring an existing temporary employee:

1. In eContracts, create a Temporary Renewal Contract under the “New Contract” tab.
2. Locate the employee in the “Person Search” field using the format “Last name, First” or search by their E# then hit “Select” to import their current contract data.
3. Complete page 1 including the names of the contract approvers and select Submit. [See Contract Renewal Workflow Guidance in Appendix 1]
 - Select appropriate appointment type
 - Check the “This is a revised contract.” if applicable.
4. Data from the current appointment will pull in automatically from Banner. Review the data and update as needed.
5. Enter the start date and end date for the new contract.
6. Review position information for accuracy, update as needed.
7. Review hourly rate, update as needed.
8. Review labor distribution (account information) and modify as needed.
9. Enter the special conditions. The contents in this field will populate in the contract.
10. Select Submit to save and review the form. Select “edit the form” if changes are needed.
11. Add attachments or secondary approvers as needed. Check the boxes that apply to this appointment to add additional routing approval.
 - If adding a comment, click Leave Comment before submitting.
12. Select Submit to route for approval signatures.
13. Monitor the workflow progress by selecting the contract under the “In Progress” tab. Reminders can be sent through eContracts to pending approvers.
14. Contracts can be printed with the employee signature when the contract has been completed. Completed contracts can be view in the Completed Tab.

Appendix 1: Contract Renewal Workflow Guidance

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Enter your division senior executive or their designee.

- For departments that report to the President, enter Amanda Mowell.
- For academic departments and Health Sciences that report to the Provost, enter Donna Miller.
- For clinical departments, enter Scott Counts.
- For departments that report to Administration, enter Pat Barcel.

HR Business Partner

To find your HR Business Partner, use the [HR Business Partners](#) webpage.

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