How to Hire Staff Temporary Employees

Non-Student, Non-Regular (NSNR) Employees

TEXAS ★ STATE UNIVERSITY ®

The rising STAR of Texas

4 Steps to Hire a Temporary Employee

- **Step 1**
  - Email a list of job duties to HR Compensation HR@txstate.edu
- **Step 2**
  - Determine the salary or hourly rate from the ranges in the University Pay Plan that corresponds with the job title assigned by HR Compensation
- **Step 3**
  - Complete the [NSNR Staff Support Document package](#)
  - Complete DPS Computerized Criminal History (CCH) Verification on this link: http://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/Background.html
- **Step 4**
  - Submit a Quick Hire or Quick Re-Hire PCR with staff application, W4, and employee data form attached to PCR

Step 1

- Determine the job duties that the temporary employee will be performing and email the list of job duties to HR Compensation HR@txstate.edu

Step 1 | Notes

- University Pay Plan | http://www.hr.txstate.edu/univpayplan.html
- If the job title falls under the Classified/Non-Exempt Titles then the employee will be an Hourly NSNR.
  - The university pays hourly non-student non-regular employees twice a month.
  - Entry of hours worked are required through the university's time entry system to assure payment.

Step 1 | Notes cont.

- o If the job title falls under the Unclassified/Exempt Titles then the employee could be a Staff Task Worker or Hourly NSNR
  - o If hired as a Staff Task Worker - they will receive either a one-time payment or payments spread out over a short time period.
  - o A Staff Task Worker is an individual who does not have a current FTE appointment, and the duties performed are exempt from overtime provisions of the Fair Labor Standards Act
  - o Staff task worker appointments will have a definite start and end date in SAP
  - o If hired as an Hourly employee, payment will be based on time entry for the length of appointment
- o Hiring managers **must obtain approval from Human Resources prior** to submitting a PCR for a "task" worker.

Step 2

- Determine the pay amount to the temporary employee that corresponds to the job title assigned by HR Compensation
    - Typically temporary employees receive compensation at the rate equal to the minimum rate for the assigned title.
        - However, hiring managers may appoint a non-regular staff employee at any rate above the minimum up to the maximum of the range with approval from his or her vice president.
        - The University Pay Plan contains the pay ranges.
        - The hiring managers can determine the hourly rate by using the following formula: monthly pay x 12 months / 2080 hours = hourly rate.

Step 3

- Complete the appropriate NSNR Staff Support Document package (navigate to "New Hire Support"):

  https://www.hr.txstate.edu/forms.html

- Complete DPS Computerized Criminal History (CCH) Verification on this link:

  https://www.hr.txstate.edu/manager-toolkit/recruitandhire/how-to-screen/Background.html

Step 4

- o If the department does not have a vacant hourly position currently available, then please generate a New Position Data Form (NPDF). (See Step 4 Notes – next slide)

- o Quick Hire and Quick Rehire PCR

    - o The appointing PCR must include a brief description of the employee's duties and responsibilities.

    - o Attach support documents to PCR: https://www.hr.txstate.edu/forms.html

Step 4 | Notes

- o Please complete a New Position Data Form (NPDF) found on the HR website and forward it hr_mdc@txstate.edu

- o Each campus department has an assigned Staff Task Worker position that pre-exists in their org in SAP

- o For questions, please call the HR MDC at 5.2557

Notes About NSNR Employees

- A NSNR temporary employee can only be employed for **19.75 hours or less** per week.

- If you need a temporary employee to work **20 or more hours per week**, you **must** use a third party service provider. (See TSUS Marketplace in SAP Portal.)

- Hiring departments are required to submit a separation PCR to terminate NSNR employees. The Master Data Center processor will build a separation action for Staff Task Workers when the Hire PCR is processed.

Notes About NSNR Employees

o If employed in more than one position, hours worked in each position are added together to determine total hours worked per week

o If hiring hourly, only one holder is allowed per position. If hiring as a Staff Task Worker, multiple holders are possible per task position.

o Hiring Managers may also use the temporary applicant pool in the applicant tracking system, to hire available secretarial/clerical or service/maintenance positions. Contact HR – Employment for more information about the temporary pool at 5.2557.

Resources | Contacts

o Staff Employment | [UPPS 04.04.03](#) |Section 10 - Procedures for non-student non-regular staff
employees

o Human Resources Contacts | call 5.2557 or email hr@txstate.edu

o For general questions | [Employment](#)

o Questions about classification and compensation related to NSNR positions | [Compensation](#)

o Questions about Criminal Background History Checks | [Employment](#)

o Questions about new positions, NPDF | [Master Data Center](#)