Online Temporary Employment System (TEMPS)

Washington State University
Training provided by Human Resource Services
509-335-4521
The Temporary Employment System (TEMPS) allows you to create and maintain temporary employment positions, appointments, and faculty time cards.

Upon successful network authentication, you will proceed to the main menu. The menu items to which you have access will be highlighted. Your access is determined by your appointing authority. You must have a network ID and authorized access in order to use TEMPS.

Temporary Employment Program information is located in Business Policies and Procedures 60.26. This section of BPPM provides you with:

- An overview of temporary employment
- Hours limitations for temporary employees
- Definitions of student and non-student temporary employees
- Rules and regulations
Temporary Employment POSITIONS

DISPLAY POSITION

View details about a temporary employment position or a list of positions by department

Select “Display” Position from the Main Menu.

Enter the Position Number you wish to display, or your Organization Number to select from a list of positions, then press “Find.”

If you enter your organization number on the selection screen, use the radio buttons to select the position you want to view, and then press “Continue.”

Press “Display Different Position” to return to the Select Position to Display page and enter another position number or organization number. Press the “Back” button to return to the list of positions if you entered an organization number.
“ADD” POSITION
Create temporary employment position

A temporary employment position is a set of identified duties to be performed by a temporary hourly or piece rate employee within an organizational unit.

Select “Add” Position from the Main Menu to add a new temporary employment position.

Before creating a new temporary employment position, review the existing positions for your department. If you are unable to locate an appropriate position, proceed with adding a position.

Complete the position information and press “Add Position.”

**Organization Number** - Enter the four-digit number that identifies the unit that “owns” this position. This number is also referred to as the department number, WSU number, ORG number, or WSUORG number. This is NOT the mail code.

**Effective Dates** - Enter the begin and end date of the position. If the position is to be ongoing with an indefinite end date, leave the default date of 12/31/2050; otherwise, enter the appropriate end date.
**Position Title** - Select the appropriate temporary employment classification from the drop-down list. Refer to the Temporary Employment Classification/Compensation Plan for general descriptions.

**Comparable Classified Staff Title** – Enter the appropriate comparable classified staff title. This is a required field if state work study students will be appointed to the position. The drop-down list has the most commonly used classified staff titles. If the appropriate comparable title is not listed, choose “OTHER” and then enter the job class code. Refer to the “Job Classifications” for additional titles. If “NONE” is selected you will not be able appoint state work study students to the position without approval from the Student Employment Center. If you feel the position does not have a comparable classified staff title and you need to appoint state work study students to the position, contact the Student Employment Center for assistance.

Note: State regulations require that state work study positions receive compensation equal to entry level salary of comparable classified staff positions. Therefore, students employed by Washington State University who are filling positions which are comparable to Department of Personnel classified positions must be paid at least the entry level wage for the position.

**Duties and Essential Functions** – List the fundamental job duties and tasks to be performed in this specific position. Be specific – DO NOT COPY the Classification/Compensation general description. List the actual duties that are necessary, critical, and an integral part of the job.

**Qualifications Required/Desired** – List the qualifications of the position, both required and desired.

**Contact Info** – Leave blank if the person entering the information is the contact. The system will default to the identity of the person entering the position information. If the contact person is different from the data entry person, enter the appropriate contact name, phone, and email address.

**Comments** – Text field. Use this field to clarify or add additional information. This field is stored as a permanent part of the record. As new comments are added, they will be appended to previous comments.

After completing the information, press the “Add Position” button. The system then displays the position information and the new position number.
UPDATE POSITION

Make corrections or update position information

Select “Update” Position from the Main Menu.

Enter the Position Number you wish to update, or your Organization Number to select from a list of positions, then press “Find.”

If you enter your organization number on the selection screen, use the radio buttons to select the position you wish to update, and then press “Continue.”

Enter the necessary changes and press “Update.” You may update or change any field of the position UNTIL you appoint someone to the position. Once a position has been created AND an employee has been appointed to the position, you may update only the end date, contact information, and comments fields.
INACTIVATE POSITION –

End a temporary employment position

Select “Inactivate” Position from the Main Menu to end a temporary employment position.

Note - A position cannot end prior to the end date of any appointments made to it.

Enter the Position Number you wish to inactivate, or your Organization Number to select from a list of positions, then press “Find.”

If you enter your organization number on the selection screen, use the radio buttons to select the position you wish to inactivate, and then press “Continue.”

Enter the position end date, add any comments and press “Inactivate.”

Once a position has been inactivated you will not be able to reactivate the position. If you later need a similar position, you must create a new one. You may “copy” information from one position to another by highlighting the information using your left mouse key. Use the copy and paste functions to move the data into the appropriate space.
ADD APPOINTMENT – Student or Hourly Employee

Most people you appoint to temporary employment will have a WSU ID. If you hire someone with no prior association with Washington State University, you will need to access ZZUSUS Campus Community https://portal.wsu.edu to establish their identity before you may continue with the appointment process.

Select “Add” Appointment from the Main Menu to add an appointment for a temporary employee.

Enter the employee’s Social Security Number or WSU ID number as well as the Position Number or Organization Number and press “Continue.”

If the WSUID or SSN is unknown, enter the Position Number or Organization Number and press “Name Search.”

If the social security number entered is NOT in WSU’s name and address file, you will receive an error message. Before continuing, verify that you have entered the correct social security number. If the number entered is correct, press the “Name Search” button to move forward with adding the appointment.
It is very important in the name search function that you enter as much information as possible to facilitate the best match. Enter alternate name if you have reason to believe the employee may be known to Washington State University with a former name or a variation of the name supplied.

The information returned using the search criteria entered will give a “score” as to the probability of a match. If the “Search Criteria” matches one of the “Potential Matches” click on that name. You may also select “Modify Search Criteria” to narrow your search results.
Once you have entered the WSU ID, continue to the position selection screen if you entered your organization number, or the update employee data screen if you entered the position number.

If you entered your organization number on the selection screen, use the radio buttons to select the position to which you want to appoint the employee and press “Continue.”

Complete all necessary information and press “Update.” Note: If you enter “Yes” for US Citizen, do not complete the citizenship, immigration status, or work authorization fields. Any remaining fields which are missing personal data (SSN, Date of Birth, Gender, Citizenship, etc...) will need to be completed in Campus Solutions.

Employees who have never had a Form I-9 on file or have separated from the university must complete the Form I-9 process upon reemployment. If you receive the message “I9 required,” Complete an online form I-9. The appointment will be “pending” until HRS approves the completed online I-9.

For I-9 instructions and information refer to the Business Policies and Procedures Manual (60.04), the U.S. Citizenship and Immigration Services web site (http://uscis.gov/graphics/formsfeee/forms/i-9.htm), or contact Human Resource Services (csheo@mail.wsu.edu, 509-335-4521).
If the employee you are appointing has a current or a recent appointment, the employee data will be complete.

Be sure to review the non-student monitored information in the Employee Information field, as well as student and work study information in the Student Information field.

Press “Continue” to proceed to add appointment.
On the Add Appointment screen, enter all necessary information.

You may add work study and non-work study appointments at the same time on this screen. When you press the “Add” the computer will create two separate appointments. Any later changes will be made to the individual appointments.

HRS monitors insurance benefit eligibility in accordance with HCA (Health Care Authority). Refer to BPPM 60.26 for an explanation of insurance benefits. Indicate benefit eligibility by selecting one of the radio buttons (if nothing is selected, it will automatically default to a ‘yes’).

Enter contact information only if the contact is NOT the person entering the information.

When complete, press the “Add” or “Email for Approval” button.
Correct errors (if any) and resubmit the appointment.
Print the Display Appointment page and the “Temporary Employment Program Information” page for the employee.

If the employee is a non-student, you must also print and complete the “Conditions for Temporary Employment” page.

Print Temporary Employment Program Information

Print Conditions for Temporary Employment

Please encourage the employee to sign up for direct deposit. You may press the back button, and then return to the TEMPS menu to print a Direct Deposit Form for him/her.
DISPLAY APPOINTMENT
View details about a current, future, or pending temporary employment appointment

Select “Display” Appointment from the Main Menu.

Display Appointment can be broad or narrow based on the criteria.

**Appointment display by employee:**
- **Enter Social Security Number or WSU ID and press continue**, or select Name Search to locate the employee record.
- Narrow the display by entering a position number or organization number.
- Further limit the display by marking or unmarking the check boxes.
- To select dates outside of the current pay period, enter the appropriate dates. You may enter a begin date and leave the end date blank.

**Appointment display by position or organization:**
- Leave SSN and WSUID blank and **enter a position number or organization number**.
- Narrow the display by marking or unmarking the check boxes.
- To select dates outside of the current pay period, enter the appropriate dates. You may enter a begin date and leave the end date blank.
Select the appointment you wish to display and press “Continue.”

Press “Display different appointment” to return to a list of appointments to select another appointment or you may “Return to TEMPS home.”
UPDATE APPOINTMENT
Make changes to a current, future, or pending temporary employment appointment

Select “Update” Appointment from the Main Menu

Enter the employee’s Social Security Number or WSU ID number and press “Continue,” or select “Name Search.” To narrow the selection, enter the position number or organization number.

To update appointments by position or organization number, leave SSN and WSUID blank; enter a position number or organization number to select from a list.

Review the employment data and press “Continue.”

Enter the information you want to change or update, and if necessary, the effective date of the change(s). Changes to fields requiring an effective date have an asterisk beside them.

To extend funding, enter a begin date that is the day after the previous end date.
Enter any comments. Select “Preview” “Update” or “Email for Approval” the updated appointment.

Print the updated appointment information for your department records and the employee as well as the “Temporary Employment Program Information” for the employee.
APPROVE APPOINTMENT

Approve a pending temporary employment appointment

To approve a temporary employment appointment, click on the link in the email note you receive,

OR Select “Approve” Appointment from the Main Menu

If you enter through the Main Menu, enter the employee’s Social Security Number or WSU ID number and press “Continue,” or select “Name Search.” To narrow the selection, enter the position number or organization number for a list of appointments.

To approve pending appointments by position or organization number, leave SSN and WSUID blank; enter a position number or an organization number to select from a list.
Select the appointment to be reviewed and press “Continue.”

Review the appointment. Approve, discard (not approved), or return the appointment to the originator with comments. To return to a list of pending appointments, select “Return to list.”
END APPOINTMENT
End current or future temporary employment appointment(s)

Select “End” Appointment from the Main Menu to terminate a temporary employment appointment.

Enter the employee’s Social Security Number or WSU ID number and press continue, or select Name Search. To narrow the selection, enter the position number or organization number for a list of appointments.

To end appointments by position or organization number, leave SSN and WSUID blank; enter a position number or an organization number to select from a list.

Enter the appointment end date, any comments, and press “End appointment.”
DISCARD PENDING APPOINTMENT
Delete a pending appointment before it has been approved

Select “Discard Pending” Appointment from the Main Menu

Enter the employee’s Social Security Number or WSU ID number and press continue, or select Name Search. To narrow the selection, enter the position number or organization number for a list of appointments.

Select the pending appointment to be discarded and press “Continue.”

Enter comments and press “Discard appointment.”
ADD FACULTY TIME CARD APPOINTMENT

Select “Add” Faculty Time Card Appointment from the Main Menu to add a faculty time card appointment.

Enter the employee’s Social Security Number or WSU ID number and press continue, or select Name Search to locate the employee.

If any of the blanks are not complete, enter the information in Campus Community. If the employee data for the faculty member is complete, press “Continue”.

Employee data complete, please continue.
Enter the information for the faculty time card appointment. Be specific with the description of duties – this field is the job description and will create a temporary position for the duration of the time card appointment.

Faculty time card appointments must be emailed to an administrator within your organization that has been authorized to approve faculty time card appointments. The appointment will remain as “pending” until the administrator has approved or discarded the appointment.
The appointment for Minnie Mouse (xxx-xx-5550)  WSU-ID 10622148
Instructor (0260) in IT Univ Administrative Systems (1040)
Has been emailed for approval.

| Pending Reason(s): | Administrative approval needed  
|                    | OSHA approval needed  
| Appointment Dates: | Begin: 09/16/2002  
|                    | End: 12/31/2002  
| Appointment Funding: |  
|                    | Begin Date | End Date | Fund Program Account  
|                    | 09/16/2002 | 12/31/2002 | 001-01-01C-1190-0001  
| Pay Rate: | $4000.00 per course  
| Duties and Justification: | Curriculum Development and Course Instruction MIS 450  
| for Compensation: |  
| Work Location: | WSU Pullman  
| Supervisors: | Joseph Smith  
| Contact Info: | Laurel Ann Stemmane 509-335-1367 tempawsu@hotmail.com  
| Comments: | Laurel Ann Stemmane 05/31/2002 01:35PM Appointment added.  

Print the Display Appointment page for the employee. You may also want to print a copy for your department records.

It is also required that you print the “Conditions for Faculty Timecard” for the employee.

Following administrative approval the time card goes to Human Resource Services for review.
DISPLAY FACULTY TIME CARD APPOINTMENT

Select “Display” Faculty Time Card Appointment from the Main Menu to display faculty time card appointments by employee or organization.

Enter the Social Security Number or WSU ID and press continue, or select Name Search to locate the employee record. To narrow the selection, enter the organization number, mark or unmark the check boxes. To select dates outside of the current pay period enter the appropriate dates. You may enter a begin date and leave the end date blank. To view time card appointments by department, leave the SSN and WSUID blank.

Select the faculty time card appointment to display and press “Continue.”

To display another faculty time card appointment, press the “Display different appointment” or “Return to TEMPS home.”
UPDATE PENDING FACULTY TIME CARD APPOINTMENT

Select “Update Pending” Faculty Time Card Appointment from the Main Menu to make changes to a pending current or future faculty time card appointment.

Enter the Social Security Number or WSU ID and press continue, or select Name Search to locate the pending appointment. To narrow the selection, enter the organization number.

Select the pending faculty time card appointment to update and press “Continue.”

Review the “Display Employment Related Data” and then press “Continue.”

Update the necessary information, add comments, and email the updated appointment for approval.

DISPLAY FACULTY TIME CARD APPOINTMENT

The appointment for Minnie Mouse (xxx-xx-5550) WSU-ID 10622148 Instructor (0260) in IT Undid Administrative Systems (1040) has been emailed for approval.

Pending Reason(s): Administrative approval needed
CSHEO approval needed


Appointment Funding:

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Fund Program Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/16/2002</td>
<td>12/31/2002</td>
<td>001-01-01C-118040001</td>
</tr>
<tr>
<td>08/16/2002</td>
<td>12/31/2002</td>
<td>001-01-01C-5950-0001</td>
</tr>
</tbody>
</table>

Pay Rate: $4,000.00 per course

Duties and Justification: Curriculum Development and Course Instruction MSIS 468

for Compensation:

Work Location: WSU Pullman
Supervisor(s): Joseph Smith
Contact Info: Laurel Ann Stemmene 509.335.1387 tempawsu@hotmail.com
Comments: Laurel Ann Stemmene 05/04/2002 00:37AM Add budget coding.

Laurel Ann Stemmene 08/03/2002 02:23PM Appointment added

Return to TEMPS home
Print the Display Appointment for the employee. You may also want to print a copy for your department records.

It is also required that you print the “Conditions for Faculty Timecard” for the employee.

Following administrative approval the updated faculty time card appointment will be sent to Human Resource Services for review.
APPROVE FACULTY TIME CARD APPOINTMENT

To approve a faculty time card appointment, click on the link in the email note you receive, or Select “Approve” Faculty Time Card Appointment from the Main Menu.

To approve a faculty time card appointment, click on the link in the email note you receive, or Select “Approve” Faculty Time Card Appointment from the Main Menu.

If you enter through the Main Menu, enter the Social Security Number, WSU ID, or use Name Search to locate the pending faculty time card appointment. To narrow the selection, enter the organization number for the pending appointment.

To approve faculty time card appointments from a list, leave SSN and WSUID blank and enter the appropriate organization number.

Select the faculty time card appointment to be reviewed and press “Continue.”

Review the appointment. Approve, Discard, or return the appointment to the originator with comments.
The appointment for Minnie Mouse (xxx-xx-5550) WSU-ID 10622148 Lecturer (0200) in Education, College of (0013) has been approved.

Approve Appointment for Lecturer (0200) in Education, College Of (0013)

Pending Reasons:
- Administrative approval needed
- CSHEO approval needed

Appointment Dates:
- Begin: 09/01/2002
- End: 10/15/2002

Appointment Funding:
- Begin Date: 09/01/2002
- End Date: 10/15/2002
- Fund Program Account: 001-01-01C-1180-0001

Pay Rate: $200.00 per lecture

Duties and Justification for Compensation:
- Guest Lecturer EdAd 580

Work Location: WSU Pullman
Supervisor(s): Sally Jones
Contact Info: Laurel Ann Sternamen 509-335-1397 tempwou@hotmail.com
Comments: Laurel Ann Sternamen 05/01/2002 02:41 PM Appointment added.

Select “Return to list” to review additional pending faculty time card appointments for this employee, or “Return to TEMPS home.”

Following administrative approval the faculty time card appointment will be sent to Human Resource Services for review.
END FACULTY TIME CARD APPOINTMENT

Select “End” Faculty Time Card Appointment from the Main Menu.

Enter the Social Security Number or WSU ID and press continue, or use Name Search to locate the faculty time card appointment. To narrow the selection, enter the organization number for the time card appointment.

To end faculty time card appointments from a list, leave SSN and WSUID blank and enter the appropriate organization number.

Select the faculty time card appointment to end and press “Continue.”

Enter the end date of the appointment, any comments, and press “End appointment.”
DISCARD PENDING FACULTY TIME CARD APPOINTMENT

Select “Discard Pending” Faculty Time Card Appointment from the Main Menu to delete a pending appointment before it has been approved.

Enter the Social Security Number or WSU ID and press continue, or use Name Search to locate the faculty time card appointment. To narrow the selection, enter the organization number for the time card appointment.

To discard pending appointments from a list, leave SSN and WSUID blank and enter the organization number.

Select the pending faculty time card appointment to discard and press “Continue.”

Enter comments as to why the pending appointment is being discarded and press “Discard appointment.”

DISCARD PENDING FACULTY TIME CARD APPOINTMENT

Minnie Mouse (xxx-xx-5550) WSU-ID 10622148

Lecturer (0280) in Business and Economics, College (0012)

Pay Rate: $3000.00 per course

Duties and Justification: Lecturer for BusLaw 324

Work Location: WSU Pullman

Supervisor(s): Ronald McDonald

Contact Info: Laurel Ann Stemmere 509-335-1367 tempwusu@hotmail.com

Comments: Enter reason to discard.

Select “Discard” to discard the appointment.

DISPLAY FACULTY TIME CARD APPOINTMENT

The appointment for Minnie Mouse (555-55-5550) WSU-ID 10622148 Lecturer (0280) in Business and Economics, College (0012) has been discarded.

Return to TEMPS home
Employee Information

NAME SEARCH

Select “Name Search” under Employee on the Main Menu.

Enter as much information as possible on the Name Search Criteria screen to produce the best match and press “Search.”

Click on the name for more detail about the individual. The score on the right hand side of the screen tells you the probability of a match based on the criteria entered on the previous screen.
DISPLAY RELATED INFORMATION

Select “Display Related Info” under Employee on the Main Menu.

Enter the employee’s Social Security Number or WSU ID number and press continue, or select Name Search.

SELECT EMPLOYEE TO DISPLAY EMPLOYMENT RELATED INFORMATION

DISPLAY EMPLOYMENT RELATED DATA

Name: MINNIE MOUSE
Address: 999 Orchard Ave
          Appletree, OR 99999
Phone: (888) 555-1212
WSU ID: 010622148
SSN: 555-55-5554
Date of Birth: 12/31/1948
Gender: Female
Date 19 signed: 08/21/1998
U.S. Citizen?: Yes
Citizenship: U.S. United States
Immigration Status: Work Auth. Expires:

Employment Information

Last Paid Date: 06/15/2002
Non-Student Monitored
Begin Date (MBD): 06/15/2001
Hours Worked: 26.00 (as of last pay period)
Hours Available: 1024.00 (as of last pay period)

Work Location: PUL WSU PULLMAN
Direct Deposit? No

Current or Future Appointments:

<table>
<thead>
<tr>
<th>Org Name</th>
<th>Job Code</th>
<th>Type</th>
<th>FT Rate</th>
<th>FTE</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>9011</td>
<td>Tech Asst</td>
<td>$16.92</td>
<td>H</td>
<td>06/01/2002</td>
<td>09/20/2002</td>
<td>84270</td>
</tr>
<tr>
<td>Communications</td>
<td>9011</td>
<td>Tech Asst</td>
<td>$16.92</td>
<td>H</td>
<td>06/01/2002</td>
<td>09/20/2002</td>
<td>84270</td>
</tr>
</tbody>
</table>

Student Information

Student Major: EDUCATION

Term | Credit Hours | Qualifies as Student Emp. | qualifies as Work Study
-----|--------------|---------------------------|-------------------------
Summer 2002 | 6 | Y | NONE
Fall 2002 | 16 | Y |
PRINT DIRECT DEPOSIT FORM

Select “Print Direct Deposit Form” under Employee on the Main Menu to open Acrobat Reader and print the Direct Deposit Form.

PRINT W-4 FORM

Select “Print W-4 Form” under Employee on the Main Menu to open Acrobat Reader and print the W-4 Form.
ONLINE I-9 SERVICES

Select “Online I-9 Services” under Employee from the Main Menu. This will take you to the Lookout Services web site. Using Lookout Services, you will log in with your Network ID and password to complete an online I-9.

For I-9 instructions and information refer to the Business Policies and Procedures Manual (60.04), the U.S. Citizenship and Immigration Services web site (http://uscis.gov/graphics/formsfee/forms/i-9.htm), Lookout Services web site (https://public.lookoutservices.net/asp/) or contact Human Resource Services (hrs@wsu.edu, 509-335-4521).