

Online Temporary Employment System (TEMPS)

Revised October 2016

Supplemental Materials

- **TEMPS Outline**
- **Payroll Documents Schedule**
- **TEMPS Access Form**
- **TEMPS FERPA Information**
- **Hours Limitations and Benefits Eligibility**

Washington State University
Human Resource Services
<http://www.hrs.wsu.edu>
csheo@mail.wsu.edu
509-335-4521

Please print as a two-sided document

OUTLINE

Introduction

Temporary Employment Program Overview (BPPM)

Access

Supplemental Materials

Online Demonstration

Introduction

Welcome to the online Temporary Employment System (TEMPS). The system was designed to streamline the temporary employment process. The system saves time and effort and offers broad search options.

Temporary Employment Program Overview (BPPM)

Temporary Employment Program information is located in the Business Policies and Procedures Manual (BPPM) Section 60.26. This section provides you:

- An overview of the program
- Hours limits for temporary employees
- Definitions of student and non-student temporary employees
- Rules and regulations

Access

To obtain access to the Temporary Employment System, complete the training, review and complete the Access Request Form, obtain the appropriate signatures and route to Human Resource Services, 139 French Administration Building, Mail Code 1014.

Supplemental Materials

- 1) Payroll Documents Calendar
- 2) Access Form
- 3) FERPA Information
- 4) Reference Manual
- 5) Hours Limitations

Online Demonstration

Both the live and online TEMPS training includes a demonstration of the system.

WASHINGTON STATE UNIVERSITY

Payroll Services

TEL: (509) 335-9575

FAX: (509) 335-1472

E-Mail: payroll@wsu.edu

Web Site: www.wsu.edu/payroll

Payroll Disaster Web Site: <http://wsupayrolldisaster.tripod.com>

Paying employees timely and accurately is each Department's responsibility. Please submit pay-affecting documents BEFORE these deadlines to allow adequate processing time by all administrative units. Please confirm pay-affecting changes in DEPPS BEFORE these deadlines.

PAYROLL DOCUMENTS SCHEDULE – 2016-2017

	<u>AUG. 16</u>	<u>SEPTEMBER 2016</u>		<u>OCTOBER 2016</u>		<u>NOVEMBER 2016</u>		<u>DECEMBER 2016</u>		<u>JANUARY 2017</u>		<u>FEBRUARY 2017</u>		<u>MARCH 2017</u>		<u>APRIL 2017</u>		<u>MAY 17</u>	
	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	
	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	
Documents due in:																			
➤ Position Control (Zip 1014)	08/19	09/06	09/20	10/05	10/21	11/02	11/17	12/05	12/16	01/04	01/23	02/06	02/20	03/06	03/21	04/05	04/20	05/05	
➤ Last day for on-line input and review of pending appointments and I-9s in PERMS no later than 3:00 p.m.	08/22	09/07	09/21	10/06	10/24	11/03	11/18	12/06	12/19	01/05	01/24	02/07	02/21	03/07	03/22	04/06	04/21	05/08	
Employee-initiated pay-affecting documents, Expenditure Transfer Requests and OVERTIME Time Reports due in:																			
➤ Payroll Services (Zip 1024)																			
Medical Enrollment/Retirements Forms due in:																			
➤ Human Resource Services (Zip 1014)	08/26	09/13	09/27	10/12	10/28	11/09	11/28	12/12	12/23	01/11	01/30	02/13	02/27	03/13	03/28	04/12	04/27	05/12	
LWOP Time and Leave Reports due in:																			
➤ Human Resource Services (Zip 1014)																			
Last day for on-line input and review of pending appointments and I-9s in TEMPS no later than 3:00 p.m.																			
Begin on-line input of Positive Pay in DEPT PAY	08/30	09/15	09/29	10/14	11/01	11/14	11/30	12/14	12/29	01/13	02/01	02/15	03/01	03/15	03/30	04/14	05/01	05/16	
Complete on-line input of Positive Pay in DEPT PAY by NOON * ***Run Payroll Calculation***	09/01*	09/19	10/01**	10/18	11/03	11/16*	12/02	12/16*	01/03*	01/18	02/03	02/17	03/03	03/17	04/03	04/18	05/03	05/18	
Begin review of Payroll Expenses on-line in DEPT PAY	09/02	09/20	10/03	10/19	11/04	11/17	12/05	12/19	01/04	01/19	02/06	02/20	03/06	03/20	04/04	04/19	05/04	05/19	
Cut-off for pay-affecting errors on PEARS Is 9:00 a.m.	09/07	09/22	10/05	10/21	11/08	11/21	12/07	12/21	01/06	01/23	02/08	02/22	03/08	03/22	04/06	04/21	05/08	05/23	
Cut-off for non-pay affecting errors on PEARS NO LATER THAN NOON *** PAY DAY ***	09/09	09/26	10/07	10/25	11/10	11/23	12/09	12/23	01/10	01/25	02/10	02/24	03/10	03/24	04/10	04/25	05/10	05/25	

* Complete on-line input of Positive Pay NO LATER THAN 2:00 p.m. ** **Saturday at Noon (October 1st)**
The cut-off for receipt of Time Reports and Leave Reports in Payroll Services for payment of annual sick leave cash out is JANUARY 25, 2017.
The cut-off dates for Graduate Assistant Payroll Deductions are SEPTEMBER 5, 2016 and JANUARY 25, 2017.

2016 SY PAY
SCD.DOC REV.
07/28/2016

Late fees will be applied by Student Accounts the night of SEPTEMBER 6, 2016 and JANUARY 26, 2017. Sign up for payroll deduction before late fees are applied.
UNIVERSITY HOLIDAYS: MONDAY -- SEPTEMBER 5; FRIDAY -- NOVEMBER 11; THURSDAY & FRIDAY -- NOVEMBER 24 & 25; MONDAY & TUESDAY -- DECEMBER 26 & 27; MONDAY, JANUARY 2; MONDAY -- JANUARY 16 MONDAY -- MAY 29

USER AUTHORIZATION REQUEST ONLINE TEMPORARY EMPLOYMENT SYSTEM

This form is required to add or delete employee access to the online Temporary Employment System (TEMPS).

Refer to the reverse side of this form for routing and a summary of available functions.

Employee Name (first, middle initial, last)	WSU ID Number	Employee Phone						
Network ID	Department Name and Number	Dept. Mail Code						
Employee E-Mail	Department Contact	Dept. Contact Phone						
I have completed TEMPS Training <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">NO</td> <td style="text-align: center; width: 33%;">YES</td> <td style="text-align: center; width: 33%;">Date Completed</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>			NO	YES	Date Completed	<input type="checkbox"/>	<input type="checkbox"/>	
NO	YES	Date Completed						
<input type="checkbox"/>	<input type="checkbox"/>							

Appropriate Use Statement

I understand that I am responsible for respecting the confidentiality of information accessed via computer information systems. I understand that this information is to be used for official university purposes only. Misuse of systems information can result in termination of employment or other disciplinary actions. The security of information is provided for by federal and state laws and University regulations (see BPPM 90.05, 90.06, and 90.07)

I understand that I am responsible for safeguarding my assigned password. I will not share my password with others. I will store passwords in secure locations. I will contact Information Technology if I suspect that my password has been compromised.

I understand that unauthorized access to and/or unauthorized use of the University's computer systems or electronic databases may constitute criminal acts under RCW 9A.48.070-.100 and RCW 9A.52.110-.130.

I have read and understand the above statement.

Signature: _____ Date: _____

Employee signature is **NOT** required to terminate access.

Departmental Approval

Check the appropriate boxes for necessary function(s).

Employee Name: _____ Network ID: _____

<u>ACTION</u>		<u>FUNCTION</u>	<u>DESCRIPTION</u>
Add	Delete		
<input type="checkbox"/>	<input type="checkbox"/>	Query	Query temporary employment position and appointment information, employee data, and name search.
<input type="checkbox"/>	<input type="checkbox"/>	Entry Only	Add temporary employment positions and appointments – must e-mail appointments for approval.
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance	Add and maintain temporary employment positions and appointments. Approve appointments for the department or area.
<input type="checkbox"/>	<input type="checkbox"/>	Faculty Time Card Approval	Approve Faculty Time Card appointments. Must have appointing authority designation.
<input type="checkbox"/>	<input type="checkbox"/>	Financial Aid Approval	For use ONLY by the Office of Financial Aid to approve work study appointments with a financial aid HOLD or PENDING

Chair/Director (Print)	Signature	Date
Email Address	Telephone	

Route completed form to Human Resource Services, Mail Code 1014.
 Questions can be directed to Human Resource Services, 509-335-4521 or hrs@wsu.edu

Human Resource Services Use	
Processed By	Date

Family Education Rights and Privacy Act (FERPA)

1 **FERPA Training**
Learn about the Family Educational Rights and Privacy Act and take the test online.
Soon to the ROnet
To logon, click the link above or the "Logon" button in the upper-right part of this page.
Apply For An Account
If you are new to the ROnet, you can use this link to apply for an account on-line.

2 Data Policies. **BPPM 90.05, 90.07, 10.21,**
Executive Policy #8, RCW 42.52.050

<http://www.ronet.wsu.edu/Main/Apps/HomePage.ASP>

You must successfully complete Family Education Rights and Privacy Act (FERPA) training before gaining access to TEMPS. The training is required because TEMPS provides users with access to certain confidential student data. FERPA protects this data and establishes guidelines regarding how it may be used.

Use the following link to access the online FERPA Training. At this same location you can verify completion of FERPA training if you have recently completed this requirement.

<http://www.ronet.wsu.edu/Main/Apps/HomePage.ASP>

Remember: Employee information is confidential and must be used only in responsible execution of your job responsibilities. Information regarding data policies may be reviewed in [BPPM 90.05](#), [90.07](#), [10.21](#), [Executive Policy #8](#) and [RCW 42.52.050](#).

Hours Limitations and Benefits Eligibility for Temporary Hourly Employees

Non-Student Employees

1050 Hour Limit

- Nonstudent temporary employment is limited to 1050 hours of employment in any 12 consecutive-month period (WAC 357-04-045, 357-19-435).
- Start counting hours on the Monitoring Begin Date. The Monitoring Begin Date is always the first day of the pay period in which an appointment begins, i.e., the first or the sixteenth.
- Hours worked in all temporary positions than an employee holds at WSU count toward the total hours worked. If an employee has one temporary employment position and accepts another, the hours from both WSU temporary positions count toward the total hours the employee may work during one year.
- Overtime hours are not included in the 1050 hours.
- Violations of temporary employment hours limitations can result in remedial action. Remedial action is the awarding of a permanent civil service or collective bargaining unit position which may include retroactive salary, benefits, and seniority. (WAC 357-19-450). Remedial action may occur when the temporary employee's appointment does not comply with state temporary employment regulations.
 - The employee works in one or more temporary employment positions for more than 1050 hours in any 12 consecutive months since the employee's Monitoring Begin Date (overtime and hours worked as a student are not included in the 1050 hour limit).
 - The position is subject to state civil service regulations.
 - The employee is not part of a willful failure to comply with state regulations.
 - The employee must file a written request for remedial action with the Department of Personnel within 30 calendar days of the effective date of the alleged violation. (WAC 357-19-448)

Benefits -

- A nonstudent employee is eligible if he or she works an average of at least eighty hours per month and works for at least eight hours in each month for more than six consecutive months. Benefit eligible employees who separate employment due to a layoff are eligible for benefits if hired within twenty-four months of the original eligible position ending provided the employee is in pay status for at least eight hours each month.

Overtime –

- Employment of temporary employees is subject to the Fair Labor Standards Act which requires that employees be paid at a rate of one and one-half times their normal rate for work in excess of 40 hours in a single workweek. A normal workweek is the period from 12:01 a.m. Sunday to midnight Saturday. Hours worked in all temporary positions than an employee hold at WSU counts towards the 40 hours. The overtime provisions apply to student employees as well.

Student Employees

516 hour limit

- The law limits student employment to a maximum of 516 hours worked in any six consecutive months, excluded hours worked during the summer and other academic year holiday breaks. (WAC 357-04-040)
- WSU academic holidays are periods when school is not in session. Academic holidays include time in November, December, January, and March and from semester-end in May to the start of the fall semester in August.
- Foreign students who hold F-1 nonimmigrant status are limited to 20 hours of work per week while school is in session. Contact the Office of International Students and Scholars for more information.
- The following types of students are exempt from the hours limitations, in accordance with WAC 357-04-040:
 - Student body officers or student organization jobs such as student officers or student news staff member.
 - Students employed in jobs which are directly related to their major fields of study and which provide training opportunities.
 - Students in documented and approved internship programs which consist of academic components and work experience.