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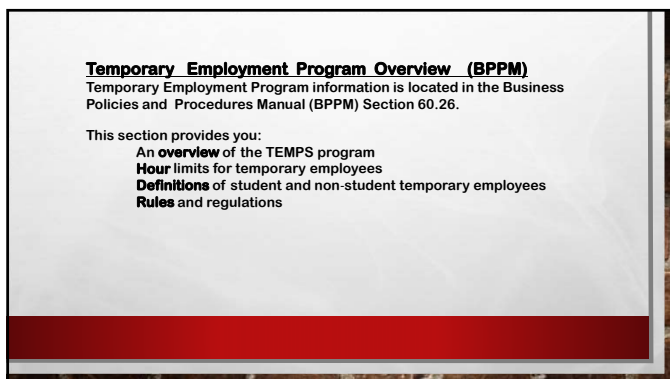
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## Overview

The University employs temporary employees to meet short-term and intermittent workload needs.

The University hires temporary employees for the following purposes:

- Ongoing part-time work,
- Extra work required for a work load peak, and
- To complete a special project, or a cyclic work load.

Temporary employees, as referred to in this section, are also known as hourly, piece work, or time slip employees.

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## Limits

The University may only employ temporary workers for a maximum of a specified number of hours in a given period of consecutive months. These limits are provided below for student and nonstudent employees.

### Consecutive Months Defined

A period of consecutive months begins with the effective date of appointment. The period ends on the day preceding that date any number of months later.

### Replacing Civil Service or Collective Bargaining Unit Employees

Temporary and student employees may not be hired to replace civil service or collective bargaining unit employees who are laid off due to lack of funds, lack of work, organizational changes, or termination of project employment.

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## Definition of a Student

For purposes of temporary employment, a student is one who is enrolled at WSU for six or more credit hours during the entirety of a fall or spring semester and/or for three or more credit hours for the entirety of at least one of the summer sessions.

Students enrolled for less than six credit hours during fall or spring semester or for less than three credit hours for a summer session who receive financial aid are also considered students.

### Summer Session Student Employee Status for Benefit Purposes

For purposes of benefit monitoring and eligibility only (see [Benefits](#) below), an employee who meets the following criteria is considered to be a student employee over the summer session, regardless of whether or not he or she is enrolled in summer session classes:

- He or she was enrolled at WSU for six or more credit hours during the entirety of the preceding fall and spring semesters (and did not graduate at the end of spring semester); or
- He or she was or is enrolled at WSU for six or more credit hours during the entirety of the preceding spring and following fall semesters.

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**Maximum Hours**

The law limits student employment to a maximum of **516 hours** worked in any six consecutive months, excluding 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.

**F-1 Status**

Foreign students who hold F-1 nonimmigrant status are limited to **20 hours** of work per week while school is in session. Contact International Programs-Global Services for more information.

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**Exceptions**

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 members.
- 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.

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**Notice of Conditions**

Employers must give all student employees written notice of the conditions of their employment prior to the commencement of each appointment **and/or upon any** subsequent change to the conditions of their employment.  
 See [BPPM 60.27](#) for information regarding the Conditions of Employment form.

**Affordable Care Act (ACA)**

Employers must give all student employees a copy of the ACA Employer Notification, which provides notification to employees and their households of the benefits offered through the University as well as notification of the ACA Health Insurance Marketplace. Employers are to provide this notice within 14 days of employment (see [BPPM 60.27](#)).  
 The notice is available from the [Human Resource Services](#) (HRS) website ([hrs.wsu.edu/aca](http://hrs.wsu.edu/aca)).

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**Work Study**

The work study program pays 60 percent of an employee's gross salary.  
The employing department pays the remaining 40 percent.

If a work-study student's employment exceeds eligibility in terms of gross earnings or dates of eligibility, the employer is required to pay 100 percent of the noneligible wages. Hiring departments may consult the following sources for information about workstudy allocations for student employees:

- Online Temporary Employment System (TEMPS)
- Contact HRS for information 335-4521
- DEPPS Administrative Information System See [BPPM 85.33](#) for information about Administrative Information System access.
- Office of Financial Aid and Scholarships See the [Office of Financial Aid and Scholarships](#) website (finaid.wsu.edu).

For additional work study compensation information, contact the Office of Financial Aid and Scholarships; telephone 335-9711; or see the Temporary Employment Classification Compensation Plan on the Current Employees Classification and Compensation page of the [HRS website](#) (hrs.wsu.edu).

**Nonstudent Employees****Maximum Hours**

Nonstudent temporary employment is limited to **1,050 hours** of employment in any 12-consecutive-month period. ([WAC 357-04-045](#), [WAC 357-19-435](#))

**Monitoring Begin Date**

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

**More Than One Position**

Hours worked in all temporary positions that an employee holds at WSU count toward the total hours worked

**Overtime**

Overtime hours are not included in the 1,050 hours

**Sick Leave**

Sick leave hours used are not included in the 1,050 hours

**More in the BPPM regarding TEMPS:**

- Averaging Work Hours Over Consecutive Six Month Period
- Anticipating Work Hours Over Consecutive Six Month Period
- Recurring Seasonal Employment
- Workers' Compensation, Unemployment Compensation
- Benefits Not Received
- Faculty and Administrative Professional Staff
- Civil Service Employees
- Collective Bargaining Unit Employees
- Not Temporary Employment

**Child Labor**

Before employing a minor (anyone under 18 years old), contact HRS for review and authorization to employ the minor.

**Parental Consent**

The employing department is responsible for securing parental consent before hiring a minor. The department obtains a Parents/School Authorization for Employment of a Minor and Special Variance form from the [State of Washington Department of Labor and Industries](http://www.lni.wa.gov/WorkplaceRights/TeenWorkers) website; select **Teen Worker Forms and Publications**.  
([www.lni.wa.gov/WorkplaceRights/TeenWorkers](http://www.lni.wa.gov/WorkplaceRights/TeenWorkers))

The department completes the top portion of the form and routes it to the minor's parent for authorization.

***After the parent returns the signed form, the department retains the authorization in the employee's departmental personnel file***

WSU units are not authorized to employ anyone under 16 years of age.

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**To Gain Access to:****Temporary Employment System (TEMPS)**

- complete the training
- review and complete the Access Request Form
- obtain the appropriate signatures
- route to Human Resource Services
  - 139 French Administration Building
  - Mail Code 1014
  - email [hrr@wsu.edu](mailto:hrr@wsu.edu)

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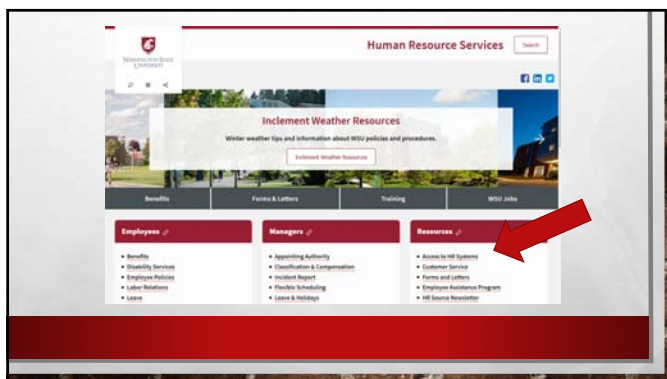
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**Temporary Employment System (TEMPS)**  
This system is used to create and manage temporary hourly positions and appointments.

- **Login here: TEMPS**
- Completion of TEMPS training is required to gain system access: [TEMPS - Online Training](#)
- Request access to the system: [TEMPS Access Form](#)
  - TEMPS Training Manual
  - TEMPS Supplemental Materials
  - Temporary Employment Program, BPPM 60.26
  - Temporary Employment Processing, BPPM 60.27
  - Faculty Timescard, BPPM 60.42

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[HTTPS://WWW.RONET.WSU.EDU/MAIN/APPS/FERPATEST.ASP](https://www.ronet.wsu.edu/main/apps/ferpatest.asp)



**FERPA Training and Certification Test**

Click the Register button in the top right corner of the page.

**Click the FERPA Training and Certification Test**

Click the **FERPA Training and Certification Test** button in the top right corner of the page.

**Click the FERPA Training and Certification Test**

Click the **FERPA Training and Certification Test** button in the top right corner of the page.

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**WASHINGTON STATE UNIVERSITY**

**Office of the Registrar**  
**Schedules of Classes**  
**University Catalog**

**FERPA Training**  
Learn about the Family Educational Rights and Privacy Act and take the test online.

**Logon to the RONA**  
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 RONA, you can use this link to apply for an account on-line.

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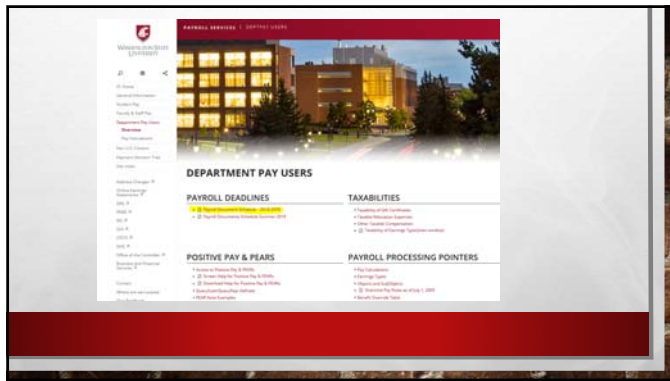
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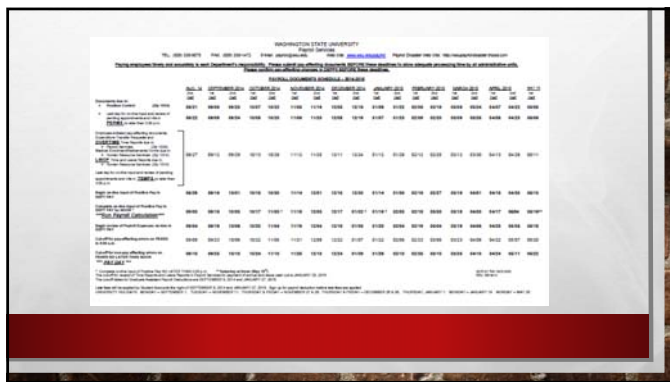
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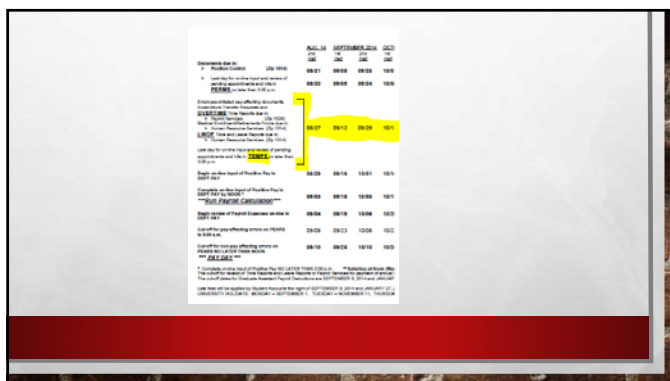
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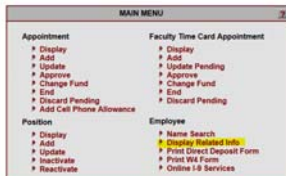
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**Campus Community:**

1. Is not an HRS program, it is run through General IT
2. Needs to be completed with the following 4 items before a new (1st time) TEMPS appointment can be added with:
  - mailing address
  - ssn
  - gender
  - birthdate
3. Citizenship and Visa Type entered here (Campus Community) before adding TEMPS appointment make the TEMPS entry easier!

Campus Community help can be directed to Deb Whitney at 335-8789 or Crimson Service Desk at 335-HELP (4357) or [CrimsonServiceDesk@wsu.edu](mailto:CrimsonServiceDesk@wsu.edu)







**Common Error Messages**

- Pending Reason(s): 1-9 date required
- Pending Reason(s): Standard pay rate exceeds range
- Pending Reason(s): ~~stat~~ stat on EMP & ASC don't match
- Pending Reason(s): Departmental approval needed
- Pending Reason(s): Sponsored ~~app~~ approval needed  
HRS approval needed
- Pending Reason(s): Administrative approval needed  
HRS approval needed
- Pending Reason(s): ~~app~~ end date exceeds work ~~app~~
- Pending Reason(s): 1-9 expired

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**SUPPORT**

CONTACT:

HRS MAIN LINE	335-4521
KAREN WUESTNEY	335-3121
STEPHANIE "JODEL" KRUMM	335-5091
BERNADETTE REESE	335-3163

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**QUESTIONS?**

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