

MORGAN STATE UNIVERSITY
Temporary Employment Request Form

Date Submitted:	Department:
Department Phone No.	Department Contact Person:
	Work Location:
Budget Code:	Division:
	Purchase Order No.

TEMPORARY CATEGORY:

Accounting Clerk	Cashier	Groundskeeper	Maintenance Technician
Administrative Assistant	Data Input Clerk	Housekeeper	Office Assistant
Administrative Software Specialist	General Office Clerk	Laborer/Mover	Office Secretary
Other: Please explain the requirements of the position			

EDUCATION, SKILLS AND ABILITIES:

TEMPORARY ASSIGNMENT DATES:

Start Date:	End Date:	Work Hours:
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Memorandum of Understanding: Temporary Employment

The Office of Human Resources will serve as the sole appointing authority in the hiring of temporary employees for regular and contractual openings at Morgan State University. Departments considering temporary workers for available employment opportunities should contact the Office of Human Resources Employment Manager for recruitment assistance before prior commitments are made.

Department Head Signature

Date:

APPROVALS: (required prior to submitting to the Office of Human Resources)

Director/Dean Signature:	Date:
Chairperson Signature:	Date:
Vice President Signature:	Date:
Comptroller's Signature:	Date:

Official Use of Human Resources Only

CONTRACTED TEMPORARY AGENCY:

Temporary Employment Invoice Payment Process

The University currently has contracts with 14 vendors that provide temporary help services as needed. Based on the needs of the department The Office of Human Resources will make every effort to select the agency that can promptly and effectively provide the best service at the best price.

The New Process

1. The department determines the need for a temporary employee.
2. A “Temporary Employee Request Form” with the necessary approval signatures must be completed in its entirety. The “Temporary Assignment Dates” section of the Temporary Employee Request Form **must** be completed by the department as Human Resources will use these dates to notify the department when the temporary employee’s assignment is approaching its end.

DEPARTMENTS SHOULD NOT CONTACT TEMPORARY STAFFING AGENCIES DIRECTLY. HUMAN RESOURCES WILL NOT SERVE AS AN INTERMEDIARY OR BE ABLE TO ASSIST IN ANY WAY IF A DEPARTMENT CONTACTS A STAFFING AGENCY DIRECTLY.

3. The department verifies that funds are available by setting up a Purchase Order number with the appropriate funds encumbered. The department then submits the Temporary Employee Request Form to the Office of Human Resources and should keep a copy for their records. (Please note that additional charges for temporary employee background checks may apply).
4. The Office of Human Resources then contacts the vendor(s) to ensure that the temporary employee is available to the department on the requested start date. Once the temporary employee has been confirmed, Human Resources will instruct the staffing vendor(s) to send invoices and timesheet copies directly to the department head or a designated representative for verification and payment.
5. Once the department receives its invoices, it is the department’s sole responsibility to confirm invoice validity and funds availability and to **submit all invoices to Accounts Payable for payment; the Office of Human Resources will no longer facilitate any parts of the invoice payment process.**
6. The department will need to facilitate payment to the vendor by:
 - Keeping track of the funds available for the applicable Purchase Order.
 - Ensuring invoices are delivered to Accounts Payable no later than 5 days following receipt.
 - Ensuring a signed payment memo along with the original invoice(s) and timesheet copies accompany the invoice when it is delivered to Accounts Payable.