Hiring Temporary Administrator or Staff Positions:

Temporary positions can be either full-time or part-time. We frequently refer to them as “casual workers.” They may be resources that are needed to temporarily replace a benefit-based employee on leave/no longer in the department or driven by a short-term project/peak workload. They may or may not be funded in the baseline budget so you will need approval from Asst Dean Finance & Administration before initiating a search.

There are three ways you can fill a temporary position:

1. Reactivate an employee who is currently in the Payroll system by processing a DAF with the activation date and end-date (this is generally how we rehire Proctors)
   a. Note: if the casual worker is currently working somewhere on campus, it could change their status from non-benefit based to benefit based
2. Utilize the temporary clerical pool that HR provides (http://www.sandiego.edu/hr/employment-eeo/additional-resources/temporary-pool.php)
3. New hire (2 scenarios):
   a. You’ve already identified the candidate to hire – see below
   b. You do not have a candidate and will need to go through the recruiting process – refer to “Hiring Benefit-Based Administrator/Staff Positions.”

Identified Casual Worker hiring process:

1. Prepare the hiring documents and submit them to your next level supervisor for approval and signature:
   a. Brief explanation of why the position is needed
   b. Identify and resolve potential funding/budget issues
   c. Identify and resolve potential space and/or computer issues
   d. Job description
   e. Personnel requisition form – with the “Hiring Information” section completed.
      Do not enter a start date; that will be entered after the Background Check is completed.

2. When you have the approved hiring documents (as described above), submit the original and one copy to Asst Dean Finance & Administration who will review, approve and submit them to the Provost and Human Resources for processing after the background check has been completed.

No employee can begin working until the background check is completed. Background checks generally take 3 to 5 days but may take longer. Asst Dean Finance & Administration will complete/change the “start-date” on the personnel req to be no earlier than the date the background check clearance is received. She will email you when she has released the paperwork to the Provost.

Prior to the arrival of your new employee:

1. Refer to the New Hire Checklist (http://www.sandiego.edu/hr/employment-eeo/recruitment-process/preparing-for-the-employees-first-day.php) and the Supervisor Checklist (http://www.sandiego.edu/hr/documents/SupervisorChecklist.pdf) for details on what should be done to complete all necessary paperwork for payroll, parking, IT, Telecommunications, etc.

2. Consult with the Administrative Services Manager regarding office space and keys and to make sure the area is physically prepared for your new employee.

3. Consult with the law school Technology Specialist regarding computers and phones.
4. If applicable, send the new employee name, title, location, phone number and email address to Marina Gonzalez so that it can be included in the directory and listserv, lawcommunity@sandiego.edu.
   a. If applicable, request that the former employee be removed from the directory.

5. If applicable, announce the new employee’s arrival with an e-mail to lawcommunity@sandiego.edu describing the new administrator’s background, experience, responsibilities and contact information.

6. If applicable, send the name and email address to Asst Dean of Finance & Administration so that it can be included in the listserv, lawschooladministrator@lists.sandiego.edu or lawschoolstaff@lists.sandiego.edu
   a. If applicable, request that the former employee be removed from the listserv