How long will you need this worker?

Indefinitely/ Work life of the grant

How many hours a week?

40+ hours

20-39 hours

0-19.75 hours

Employment Status
FT/ Benefits Eligible
40+ hours per week

Employment Status
PT/ Benefits Eligible
20-39 hours per week

Employment Status
PT NSNR/ Benefits Ineligible
0-19.75 hours per week

Employment Status
FT NSNR/ Benefits Ineligible
20-40+ hours per week

Maximum 19 weeks

Employment Status
PT NSNR/ Benefits Ineligible
0-19.75 hours per week

Do you know who you want to hire?

Yes

No

Post the requisition to the EASY/Applicant Tracking System following the "PRIOR TO POSTING THE POSITION" and "POSTING THE POSITION" steps in the Staff Employment Check List.

If you have identified a specific candidate to hire for a position outside of the normal posting process, then you will need to go through Equity and Access. You will need to request a waiver from posting so that you may place the identified candidate into a grant funded position. This is done by sending an email to Cynthia Prado at cp01@txstate.edu. Please copy Bobbie Brandenburg at bb27@txstate.edu so she can assist and coordinate the request in the university's Applicant Tracking System.

Follow the steps in the Staff Employment Check List

Review the Grant PI Employment information at http://www.hr.txstate.edu/grantpi/employment.html

Review the Grant PI Classification information at http://www.hr.txstate.edu/grantpi/classification.html

UPPS 04.04.03, Section 10, provides clarification on the selection and hiring of staff NSNR hourly employees. These employees are non-benefits eligible and work on a temporary basis or indefinitely if working 19.75 hours or less per week.

A Temporary Employee PowerPoint is available to help with the hiring process.