How to Hire Staff Temporary Employees
Non-Student, Non-Regular (NSNR Employees
4 Steps to Hire a Temporary Employee

- **Step 1**
  - Email a list of job duties to HR Compensation jlw1@txstate.edu

- **Step 2**
  - Determine the salary or hourly rate from the ranges in the University Pay Plan that corresponds with the job title assigned by HR Compensation

- **Step 3**
  - Complete the NSNR Staff Support Document package
  - Complete DPS Computerized Criminal History (CCH) Verification on this link: http://www.hr.txstate.edu/Hiring-Manager/Background.html

- **Step 4**
  - Submit a Quick Hire or Quick Re-Hire PCR Staff Support Document package to HR Master Data Center hr_mdc@txstate.edu
Step 1

- Determine the job duties that the temporary employee will be performing and email the list of job duties to HR Compensation jl21@txstate.edu
Step 1 | Notes

- University Pay Plan | [http://www.hr.txstate.edu/univpayplan.html](http://www.hr.txstate.edu/univpayplan.html)

- If the job title falls under the Classified/Non-Exempt Titles then the employee will be an Hourly NSNR.
  - The university pays hourly non-student non-regular employees twice a month.
  - Entry of hours worked are required through the university’s time entry system to assure payment.
Step 1 Notes cont...

- If the job title falls under the Unclassified/Exempt Titles then the employee could be a Staff Task Worker or Hourly NSNR
  - If hired as a Staff Task Worker - they will receive either a one-time payment or payments spread out over a short time period.
  - A Staff Task Worker is an individual who does not have a current FTE appointment, and the duties performed are exempt from overtime provisions of the Fair Labor Standards Act
  - Staff task worker appointments will have a definite start and end date in SAP
  - If hired as an Hourly employee, payment will be based on time entry for the length of appointment
- Hiring managers must obtain approval from Human Resources prior to submitting a PCR form for a “task” worker.
Step 2

- Determine the pay amount to the temporary employee that corresponds to the job title assigned by HR Compensation
  - Typically temporary employees receive compensation at the rate equal to the minimum rate for the assigned title.
    - However, hiring managers may appoint a non-regular staff employee at any rate above the minimum up to the maximum of the range with approval from his or her vice president.
  - The University Pay Plan contains the pay ranges.
  - The hiring managers can determine the hourly rate by using the following formula: monthly pay x 12 months / 2080 hours = hourly rate.
Step 3

- Complete the appropriate NSNR Staff Support Document package
  [http://www.hr.txstate.edu/Forms/newhireforms.html](http://www.hr.txstate.edu/Forms/newhireforms.html)

- Complete DPS Computerized Criminal History (CCH) Verification on this link:
  [http://www.hr.txstate.edu/Hiring-Manager/Background.html](http://www.hr.txstate.edu/Hiring-Manager/Background.html)
Step 4

- If the department does not have a vacant hourly position currently available, then please generate a New Position Data Form (NPDF). (See Step 4 Notes – next slide)

- Quick Hire and Quick Rehire PCR
  - The appointing PCR must include a brief description of the employee’s duties and responsibilities.
  - [http://www.hr.txstate.edu/Forms/newhireforms.html](http://www.hr.txstate.edu/Forms/newhireforms.html)
Step 4 Notes

- New Position Data Form (NPDF)
- Please complete a New Position Data Form found on the HR website and forward it to hr_mdc@txstate.edu or call MDC, Human Resources 245.2557
- Each campus department has an assigned Staff Task Worker position that pre-exists in their org in SAP
Notes About NSNR Employees

- A NSNR temporary employee can only be employed for **19.75 hours or less** per week.
- If you need a temporary employee to work **20 or more hours per week**, you **must** use a third party service provider.
- Hiring departments are required to submit a separation PCR to terminate NSNR employees. The Master Data Center processor will build a separation action at the time of appointment processing for Staff Task Workers.
Notes About NSNR Employees

- If employed in more than one position, hours worked in each position are added together to determine total hours worked per week.

- If hiring hourly, only one holder is allowed per position. If hiring as a Staff Task Worker, multiple holders are possible per task position.

- Hiring Managers may also use the temporary applicant pool in the applicant tracking system, to hire available secretarial/clerical or service/maintenance positions. Contact Bobbie Brandenburg for more information about the temporary pool at 5.2557.
Resources | Contacts

- Staff Employment | UPPS 04.04.03 | Section 10 - Procedures for non-student non-regular staff employees

- Human Resources Contacts | call 245.2557 hr@txstate.edu
- For general questions | LynnAnn Brewer lb64@txstate.edu
- Questions about classification and compensation related to NSNR positions | Jeff Lund jl21@txstate.edu
- Questions about Criminal Background History Checks | Bobbie Brandenburg bb27@txstate.edu
- Questions about new positions, NPDF | Katie Bonner kb1367@txstate.edu