



# Employment

TEMPORARY EMPLOYMENT FORMS & PROCESSES

# Employment Team

- ▶ Mary Gagnon: Recruiting.
- ▶ Tanya Pettus: Temporary employment, including dual employment and summer assignments for permanent staff.
- ▶ Cheryl Gomez: Student employment.
- ▶ Griffin Rohrer: Personnel actions and leave.
- ▶ Tracy Holbert: Technical questions related to HR systems, including the Epaf System, Applicant Tracking System, Position Management module, Performance Management module, and Employee Records module.
- ▶ Kim Sipes: Recruiting and all salary action requests for non-faculty employees.

# New Position?

If the position is NEW (and non-instructional), you need to submit a position description so HR can determine whether the position is exempt (salaried) or non-exempt (hourly) under the federal Fair Labor Standards Act (FLSA).

The position description should include:

- ▶ job purpose,
- ▶ required and preferred qualifications,
- ▶ and job duties.

Ideally, you should submit the position description before an unofficial offer is made.

# Background Checks

Background checks are required for

- ▶ All first-time Winthrop employees, including those working remotely,
- ▶ Former student employees moving to a temporary (or permanent) position, and
- ▶ Any former employees (permanent or temporary) who have not worked at the university for a year or more.

Initiate the background check as soon as the individual accepts the unofficial offer.

# Background Checks

- ▶ To request a background check, use the online form, which can be found on the HR webpage under Temporary Employment and HR Processes and Resources.
- ▶ Background checks typically take between one and five days, depending on how many places of residence an individual has had in the last seven years and in which specific counties and states the person has lived. (It takes longer to get data from some states/counties than others.)

# Self-disclosure Forms

- ▶ The Self-disclosure for Pending Offense and Conviction form is required for any temporary or former permanent employee who has a break of six to 12 months between assignments.
- ▶ Self-disclosure forms also can be used in the case of emergency hires with prior HR approval. In these cases, self-disclosures do not replace the background check, they simply allow an employee to begin work before the background check is complete. Please be sure to contact HR when this type of situation arises.

# Student Loan Default

- ▶ All prospective employees must submit a Student Loan Default Self-Identification form.
- ▶ Because state law prohibits state agencies from hiring anyone who is in default on certain types of student loans, you should submit this form to HR when you request a background check or shortly thereafter.

# I-9 and E-verify

- ▶ Federal law requires that the I-9 and E-verify be completed within three days of an individual's start date.
- ▶ The employee portion (Sec. 1) must be completed no later than the first day of employment.
- ▶ The employer portion (Sec. 2) and the E-verify must be completed within three days of the employee's start date and no sooner than three months prior to the start date.

**HR handles the employer functions for all employees.**

# Requesting an I-9/E-verify

- ▶ Before requesting a new I-9, check the I-9 Inquiry Database.
- ▶ A new I-9 is required every three years for temporary employees.
- ▶ If a new I-9 is required, initiate a request by completing the electronic form, which can be found under the Forms tab on the HR website.

# Completing the I-9

- ▶ Employees receive an email from the university's vendor, I-9 Advantage, with a link to complete Sec. 1 online.
- ▶ Once Sec. 1 is complete, the employee must contact HR to set up an appointment to complete Sec. 2.
- ▶ Employees can find a list of acceptable documents on the I-9 Advantage site. Documents must be original (no copies).
- ▶ Temporary employees who have been approved to work outside the immediate area (Rock Hill, Charlotte & Columbia) are scheduled with someone in their home area to complete Sec. 2. This process may take longer, so please plan accordingly.

# Reverifications

- Used when an employee's legal name changes.
- Used by HR when an international employee's work status/documentation changes.
- Requires employee to come by HR with original documents.


**Supplement B,**  
**Reverification and Rehire (formerly Section 3)**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
**Supplement B**  
 OMB No. 1615-0047  
 Expires 07/31/2026

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Last Name (Family Name) from Section 1.      First Name (Given Name) from Section 1.      Middle Initial (if any) from Section 1.

**Instructions:** This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 Instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

<b>Date of Rehire (if applicable)</b> Date (mm/dd/yyyy)	<b>New Name (if applicable)</b> Last Name (Family Name)	First Name (Given Name)	Middle Initial
<b>Reverification:</b> If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
<b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</b>			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

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<b>Date of Rehire (if applicable)</b> Date (mm/dd/yyyy)	<b>New Name (if applicable)</b> Last Name (Family Name)	First Name (Given Name)	Middle Initial
<b>Reverification:</b> If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
<b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</b>			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

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<b>Date of Rehire (if applicable)</b> Date (mm/dd/yyyy)	<b>New Name (if applicable)</b> Last Name (Family Name)	First Name (Given Name)	Middle Initial
<b>Reverification:</b> If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
<b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</b>			
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Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

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# Additional Forms-Temps

Other required forms:

- ▶ Temporary or Faculty Application
- ▶ New Hire Information form
- ▶ W-4s (federal and state)

# Non-HR Forms

## **WIN Account**

- ▶ New temporaries can request a WIN account up to three days before the start of their assignment. However, they will not be able to access employee tools until their assignment(s) is entered in Banner.
- ▶ Please note that IT currently deactivates the WIN accounts of all temporary employees on Oct. 1 each year. The department must respond to the notification sent by IT to department chairs and deans to keep their employees' accounts active.

# Non-HR Processes

- ▶ Employees can enroll in **Direct Deposit**, which is mandatory, or change their direct deposit information via a link on the Payroll Office website. (Need WIN Account.)
- ▶ Employees can request a **parking permit** from the Winthrop University Police Department (WUPD) by signing into Wingspan and selecting Parking Permit Application under Employee Tools or by visiting the department at 526 Myrtle Drive. (Need WIN Account.)

# Benefits

## **Retirement**

- ▶ All temporary employees are eligible to participate in one of the state's retirement programs and will receive an email from the Public Employee Benefit Authority (PEBA) asking them to enroll or opt out. Anyone who fails to respond to the email within 30 days defaults into the pension plan.
- ▶ Anyone who currently participates in a state retirement plan or has money on account with the state is required to participate through Winthrop.

## **Insurance**

A benefits administrator will reach out to new temporary employees who are eligible for health and related insurance benefits regarding enrollment.

# Processing Temporary Assignments

Although HR does its best to approve epafs and enter assignments in Banner as quickly as possible, the hiring process may take two weeks or more depending on:

- ▶ How quickly the employee initiates the background check;
- ▶ How quickly the employee completes the federal I-9;
- ▶ How quickly the department submits required paperwork;
- ▶ How quickly the epaf reaches the HR queue; and
- ▶ When the epaf reaches the HR queue in relation to the deadlines distributed to the departments each semester (fall, spring and summer).

# Electronic Personnel Action Forms (ePAFs)

- ▶ When initiating an epaf for a new temporary employee, be sure the email address is accurate. If the person does not yet have a WU email address, use the personal email address.
- ▶ ALL temporary employees must have a two-week break each year; you will need to complete two epafs.
- ▶ Only summer teaching assignments can cross from one fiscal year to the next. Epafs for all other assignments must end on June 30 and a second one initiated for the new fiscal year.

# Processing Temporary Assignments

- ▶ When HR places an epaf on hold, the system automatically generates an email to the initiator with a list of missing or incomplete paperwork/action items.
- ▶ Changes to temporary assignments can be processed by HR before they run thru payroll by sending an e-mail to Tanya Pettus. After an assignment runs through payroll, a Revise ePAF must be completed.
- ▶ Temporary employees should not begin working until the epaf is fully approved.
- ▶ Failure to follow the steps outlined here and on the website may delay processing of assignments and employee pay.

# Leave Reports & Timesheets

- ▶ All hourly, or non-exempt, employees must complete timesheets in order to be paid.
- ▶ Certain salaried (exempt) temporaries also must log their hours on a leave report so HR can determine whether they qualify each year for insurance benefits under the Affordable Care Act (ACA). These employees and their supervisors are notified by email from HRHelp.

# Payroll Adjustment Forms

Used for the following reasons:

1. Employees whose timesheet was not available until after the payroll deadline.
2. Situations in which an employee forgot to include hours on a timesheet.

HOURS FROM A PREVIOUS PAY PERIOD SHOULD NEVER BE INCLUDED ON THE CURRENT TIMESHEET OR LEAVE REPORT.

# Contract for Professional Services

Contracts for Professional Services, or CPS, are used for independent contractors.

- ▶ Defined by the IRS as someone who is self-employed (economically independent).
- ▶ Anyone who performs services that can be controlled by the hiring entity—what will be done and how it will be done—is NOT considered an independent contractor.
- ▶ At Winthrop, artists, musicians, conference presenters, speakers and referees are the most common independent contractors.
- ▶ Anyone who has been hired as an employee for one assignment cannot be hired as an independent contractor for a second assignment (and vice versa) within the same calendar year.

If you are unsure, please contact Zan Jones @ [jonesz@Winthrop.edu](mailto:jonesz@Winthrop.edu).

# Temporary Assignments for Permanent Employees

- ▶ **Overload:** Faculty (teaching faculty, including department chairs) who take an additional **instructional** assignment in their home college.
- ▶ **Dual Employment:** Teaching faculty who take an additional assignment—instructional or non-instructional—in another college or division and staff who take an additional assignment—instructional or non-instructional.
- ▶ **Temporary Salary Adjustments (TSAs):** Typically relate to interim duties, for example, someone filling in when a position is vacant. In these cases, TSAs must be approved in advance by the President through a salary action request form. TSAs also are used when faculty take on program director duties and for WILEY course development; no advanced approval is required.

CHECK ONLY ONE OPTION ON THE EPAF.

# Dual Employment (DE)

- ▶ Applies to permanent employees (in a state FTE) during their “contract” period (9, 10, 10.5 or 12 months).
- ▶ Contract period for nine-month faculty is 8/16-5/15; 10-month employees work 8/1-5/31; and 10.5 month employees work 8/1-6/15.
- ▶ Summer teaching assignments are not considered dual employment.
- ▶ If you do not check the DE box when initiating the ePAF, the system will not create the electronic DE form & HR will cancel the ePAF and ask you to re-initiate it.
- ▶ If you need to change the ePAF, contact HR for assistance. Do NOT reject the DE form because the entire ePAF will be canceled.
- ▶ Staff performing a DE assignment during regular work hours must take LWOP (does not apply to faculty, who have a variable schedule).

# Questions/Concerns?

If you have questions or concerns regarding temporary processes, send an email to [HRHelp@Winthrop.edu](mailto:HRHelp@Winthrop.edu).