Requesting a TES Employee

If you need a candidate
This process is used when you would like to hire a TES employee, but you do not have a candidate already identified.

- Complete the TES Request Form
- Check the box next to “Check if You Need Applications”
- Complete the form (the following fields only may be left blank):
  - Employee Name
  - Employee’s Banner #
  - Hire Date
  - Estimated End Date (Although, it is helpful for you to indicate the anticipated length of the assignment)

  Note: Hourly Pay Rate – if you do not know the exact pay rate, you will need to indicate a pay rate range instead. If you would like to discuss pay rate options, contact Abbi Brown, Director, Student and Temporary Employment.

- Send the completed TES Request Form to testime@auburn.edu. Once received, a TES Employment Specialist will reach out to you to discuss available candidates and/or recruitment plans

If you have identified your candidate
This process is used when you would like to hire a TES employee and you already know the candidate that you want to hire.

- Complete the TES Request Form in its entirety

  Note: Hourly Pay Rate – If you would like to discuss pay rate options, contact Abbi Brown, Director, Student and Temporary Employment.

- Send the completed form to testime@auburn.edu – make the subject line of the email read as follows: TES Request Form – Name of TES employee to be hired (Ex: TES Request Form – Abbi Brown)

Hiring a TES Employee

New Hire (Non-Retiree)
This process is used when you are hiring a person who has not previously worked for Auburn University (in any capacity).

- Follow the instructions on the Hiring Checklist-New Hire (Non-Retiree)

New Hire (Retiree)
This process is used when you are hiring a person who has previously retired from a position with Auburn University.

- Follow the instructions on the Hiring Checklist-New Hire (Retiree)
Re-Hire
This process is used when you are hiring a person who has previously worked for Auburn University in another capacity (A/P, staff, student, faculty, etc.).

Note: Two factors will determine the paperwork that is required to be completed:
1) If the person is terminated or active in Banner
2) The length of time that has passed since they last worked

- Send the completed TES Request form to testime@auburn.edu
- Once the completed form is received, the TES unit will email you with instructions regarding which forms are required for your re-hire. This process ensures that you and/or the TES employee does not complete steps that are unnecessary.

Additional Job/Secondary Job
This process is used when you are hiring a person that already has a current/active TES position with another department.

- Send the completed TES Request form to testime@auburn.edu

Note: No additional paperwork will be necessary.

Paperwork & Online Process Completion
When hiring a TES employee, completing the paperwork and online processes can be accomplished in one of two ways:
1) The hiring department may assist the TES employee in-house, or
2) The TES employee may visit Temporary Employment Services within Auburn University Human Resources

Ending a TES Employee Assignment
Assignment/Job Complete
If the TES employee has completed their assignment/job or has voluntarily resigned the position, you may do one of two things:

- Complete and submit an epaf to end the assignment/job (TERMJB) or
- Send an email to testime@auburn.edu containing the TES employee’s name, banner number, last day of work, and reason for the assignment/job ending

Note: It is important to always include the reason for the assignment/job ending

Assignment/Job Ended due to employee relations issue
- If you would like to end the TES employee’s assignment/job because of an employee relations issue (violation of policy, not able to complete the tasks, etc.) you should first contact the Director of Student and Temporary Employment to discuss proper steps.
- Together, you will determine the next course of action. This is important so the TES unit can properly assess if the TES employee can be placed on future assignments or not.

TES Provisions
Annual Hours Restriction (1,450 Rule)
- All TES employees are restricted to working a maximum of 1,450 hours within a 12-month annual measurement period.
• If a TES employee reaches 1,450 hours within their applicable measurement period, then that TES employee’s assignment must end and he/she will not be eligible to return until the beginning of the new measurement period.

• Periodically, the TES unit will notify you of the hours status of your TES employee; however, it is your responsibility to track the hours of your TES employee to ensure you will have adequate coverage for the duration of the time needed. At any time you may reach out to a member of the TES unit to request the hours status of your TES employee.

• If you need to end your TES employee’s assignment, due to reaching the 1,450 hour limit, you may:
  1) Complete and submit an epaf to end the assignment/job (TERMJB) or
  2) Send an email to testime@auburn.edu containing the TES employee’s name, Banner #, last day of work, and reason for the job ending

**Annual Consecutive Months Worked Restriction (11-Month Rule)**

• All TES employees, with the exception of retirees from the Retirement System of Alabama, are restricted to working a maximum of 11 consecutive months.

• Consecutive months are calculated beginning from the TES employee’s employment start date to their anniversary date.

• A TES employee may take their “month off” at any point within the year.

• The “month off”/break in service must be at least four consecutive weeks.

• If you need to end your TES employee’s assignment, due to taking a month off, send an email to testime@auburn.edu Include the TES employee’s name, Banner number, and the date of the last day worked.

• If the TES employee will be returning to work following the completion of their month-off, also indicate in the email the date of the TES employee’s return.

**TES Unit Contacts**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Student &amp; Temporary Employment</td>
<td>Abbi Brown</td>
<td>(334) 844-1610</td>
<td><a href="mailto:barrabb@auburn.edu">barrabb@auburn.edu</a></td>
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</tr>
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