

Temporary Employee Request Procedure

Current PSC employees are NOT authorized to work as a Temporary Employee in any capacity.

	Budget Check
1st Step	<p>Confirm funds are in your budget for a Kelly Services employee (view Spend Category, 64508).</p> <ol style="list-style-type: none"> a. If funds are NOT available, acquire approval from your VP to create a budget amendment for your department. b. If funds are available, proceed with creating a Purchase Requisition and obtaining a Purchase Order. c. View the pay/bill rate sheet (attached) to determine position and to calculate requested amount.
	It is the Department’s responsibility to continually monitor the available funds on the PO.

	Temporary Employee Request Form (TERF)	
	College Recruited Candidate (CR)	Kelly Services Recruited Candidate (KR)
2nd Step	When a PO is created, complete the attached TERF with the candidate’s name and contact information. The PO must be listed on the TERF.	When a PO is created, complete the attached TERF and leave the candidate selection blank. This will indicate the Department would like Kelly Services to recruit a candidate. The PO must be listed on the TERF.
	Send TERF (the form only) to Melissa Jernigan and Elaine Morris in Human Resources: mjernigan@pensacolastate.edu AND emorris@pensacolastate.edu	
	Kelly Services will contact candidate to begin pre-employment process.	Kelly Services will contact Department to discuss the needs and arrange interviews, if requested.
	Department will be notified when candidate is ready to begin assignment.	Once candidate is selected, Kelly Services will contact candidate to begin pre-employment process.
		Department will be notified when candidate is ready to begin assignment.

	Contingent Worker Packet
3rd Step	<p>Prior to or on the first day, the Kelly Services employee will need to complete a Contingent Worker packet.</p> <ol style="list-style-type: none"> a. In the packet, the supervisor will need to indicate if the employee will need a PSC email, access to Workday, or both.
	Send packet to Melissa Jernigan and Elaine Morris in Human Resources: mjernigan@pensacolastate.edu AND emorris@pensacolastate.edu



Policies and Procedures	Timesheets and Invoices
	Timesheet approver will receive an email once employee has submitted their weekly timesheet.
	Timesheet approver will approve or decline timesheet from email by the following Tuesday morning.
	If declined, Kelly Services will contact timesheet approver to discuss the issue.
	Every two weeks, the department will receive an invoice from Accounts Payable. Please verify and create a receipt in Workday of the amount stated on the invoice.
	<i>DO NOT FULLY RECEIVE THE PURCHASE ORDER.</i>
	Disciplinary Actions
	Supervisor should contact Kelly Services if experiencing difficulties with a Kelly Services employee.
	Kelly Services will discuss the issue with the supervisor and the employee.
	Kelly Services will discuss the issue and recommend solution with PSC's Human Resources.
Kelly Services will inform supervisor of the next course of action.	

Temporary Employee Request Form

		Date:
Requesting Department Information		
Requestor Name:	Email:	Extension:
Department:	Cost Center (please use name, not the number):	
Campus/Building/Room:		

Kelly Services Position Information			
Group Number:	Job Title:	Pay Rate:	Bill Rate:
Requested Start Date:	End Date, if applicable:	Purchase Order:	
Anticipated Total Weekly Hours:	Working Hours: From: To:	Days of the week to work: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S	

If the candidate has been selected, complete the following section and Kelly Services will make contact to begin the hiring process.		
Candidate Name:	Phone Number:	Email:

By submitting this request form for the candidate above, you are acknowledging the following:

1. The above candidate is NOT a Pensacola State College employee.
2. The Purchase Order is listed with available funds to cover the Kelly Services employee for entire assignment.
3. All required paperwork and pre-employment process (background check included, and if necessary, a drug screening) must be completed prior to start date.

Department Head / Supervisor Information	
Department Head / Supervisor Name:	Signature:
Timesheet Approver Name:	Timesheet Approver Email:
Human Resource Approval:	Grants Approval:

Temporary Employee Group Number, Descriptions, and Pay/Bill Rates

(Use the Bill Rate to calculate the amount on the Purchase Order)

Group 1-5 (updated to reflect 09/30 new minimum wage):

- **Clerical Support (1)** - Performs a variety of standardized clerical duties including, but not limited to, processing various office materials, maintaining files and records, copying (duplexing, text, and standard), faxing, data entry and answering and routing calls.
- **Switchboard Operator (1)** - Operates switchboard unit to relay a high volume of incoming, outgoing, and interoffice calls. Supplies information to callers in a professional manner. May receive visitors, directing each to appropriate destination. May perform routine clerical duties as requested.
- **Technical Support (1)** - Work in specific technical fields. This classification includes entry level accounting clerks, bus drivers, tutors, recruiters, graphic artist, teacher's aides, computer operators, laboratory technicians, electronic technicians, television technicians, brailist, public service officers, lifeguards, backstage theatre workers, material handlers, etc.
- **Athletic Support (1)** - Performs a variety of standardized athletic department clerical duties working with Coaches in specific sports.
- **Theatre Technician (2)** - Performs a variety of backstage theatre functions including sound reinforcement, lighting control programming, rigging and fly system controls, welding or specialty construction.
- **Skilled, Semiskilled (2)** - Performs work under supervision, understands oral and written instructions. This classification includes groundskeepers, non-licensed painters, plumbers and electricians.
- **Skilled, Semiskilled Clerical and Industrial (3)** - Performs work under supervision, understands oral and written instructions. This classification includes groundskeepers, non-licensed painters, plumbers and electricians, Receptionist and Office Support.
- **Lab Assistant (3)** - Support for full time lab personnel when students are present and assists with software products and troubleshooting computer and/or AV systems.
- **Laundry Worker (4)** - Collects, transports, sorts, counts, and operates equipment for laundry.
- **Production, Design Support (4)** - Support for television productions, theatre set design and culinary labs.
- **Data Entry Clerk (4)** - Computer data entry in multiple software platforms.
- **Lifeguard (4)** - With instructor certification.
- **Material Handler (4)** - General Labor with minimal supervision
- **Office Aide (5)** – Assists department head with clerical, storekeeping, art gallery and professional assignments.
- **Lead Groundskeeper (5)** – Maintains landscape and grounds leading other employees without supervision.
- **Test Administrator (5)** – Full responsibility for all testing procedures

Pay Rate: \$10.00

Bill Rate: \$13.07

Group 6:

- **Student Lab Tutor** - Works with students (one on one or small groups) providing specialized instruction in specific disciplines.
- **Computer Assistant** - Assists students and faculty using various software products and troubleshoots computer and AV systems in lab and office settings.
- **Office Receptionist** - Manage all duties related to reception desks for college offices and centers to include specialized duties outlined in college programs. (Cosmetology, Financial Aid, Registration)
- **Gymnastics Coach** - USAG Professional Member.
- **Public Safety/Security Officer** - Assists the PSC police force with routine safety duties.

Pay Rate: \$10.20

Bill Rate: \$13.33

Group 7:

- **Systems Tech** - (194)
- **Lifeguard** - Certified
- **Dispatcher** - Receives calls and forwards information for College Police.
- **Office Assistant** - Administrative support in college departments.
- **Lab Assistant** - Performs day to day operations in clinical or academic science including clerical support.

Pay Rate: \$11.22

Bill Rate: \$14.66

Group 8:

- **Student Tutor/ Manager** - Support for multiple academic labs, working with students one on one and in small groups.
- **Production Assistant** - Television Studio Assistant.
- **Academic Advisor** - Academic advisement for current and prospective students. Bachelor's Degree.
- **Student Services Specialist** - Assists departments with variety of Student Services functions (Advising, Financial Aid).
- **Case Manager** - Assists grant clients with self-sufficiency development.
- **Job Developer** - Develop Job sites for students.

Pay Rate: \$12.24

Bill Rate: \$16.00

Group 9:

- **Administrative Assistant** - Performs a wide range of administrative and office support activities.

Pay Rate: \$13.26

Bill Rate: \$17.33

Group 10:

- **Lab Specialist** - Performs day to day operations in academic science and tutoring labs.
- **Academic/ Student Advisor** - Academic advisement for current and prospective students. Master's Degree.

Pay Rate: \$14.79

Bill Rate: \$19.33

Group 11:

- **(Nude) Model** - for Fine Arts classes.
- **Television Services** - Performs production and/or engineering services, coordinates educational services, recruits and manages volunteer house attendants.
- **Professional Services** - Accountant, Computer Programmer.

Pay Rate: \$15.30

Bill Rate: \$20.00

Group 12:

- **Academic Lab Manager** - Maintain AutoCAD lab daily functions, Veterans Upward Bound lab instruction.

Pay Rate: \$17.34

Bill Rate: \$22.66

Group 13:

- **Librarian** - College librarian.

Pay Rate: \$18.36
Bill Rate: \$24.00

Group 14:

- **Adult Education Specialist** - Administers TABE, provides information to support literacy.

Pay Rate: \$19.38
Bill Rate: \$25.33

Group 15:

- **Program Instructor** - Veterans Upward Bound and Veterans Student Support Services program instruction.

Pay Rate: \$19.89
Bill Rate: \$26.00

Group 16:

- **Television Production** -Assists producers, operates and has working knowledge of all television equipment.
- **ADA Specialist** - Evaluates student disability and places in appropriate college level coursework.
- **Assistant Athletic Coach** - Women's Basketball.
- **Computer Systems Analyst** - Develop and maintain complex applications.
- **Associate Editor** - Manages production schedule for college publications, writes, edits and oversees photography.

Pay Rate: \$20.40
Bill Rate: \$26.66

Group 17:

- **Executive Assistant**
- **Assistant Basketball Coach**

Pay Rate: \$23.34
Bill Rate: Please see HR

Group 18:

- **Staff Accompanist** - Accompanies groups PerformingArts Department.

Pay Rate: \$25.00
Bill Rate: \$32.38

Group 19:

- **Professional Staff**- High level specific unique functions for departments.

Pay Rate: \$30.00
Bill Rate: \$39.21

Kelly Services at Pensacola State College – Reminders

(Employee Information)

For Timekeeping: On the second day of your assignment, please go to www.mykelly.com, select "Getting Paid," then "Web Time Login" in the bottom left corner. This will get you to the People Net web site for Kelly Services. It is HIGHLY recommended to bookmark the link www.kellyservices.mypeoplenet.com.

The first time you log in, go to the bottom of the screen and click on "Create Account." You will be asked several questions. When it is verifying your information, please answer "Yes". Be sure to enter your time daily and in a timely matter. Submit your timesheet by Sunday 11:59 pm from the prior week and verify the correct weekending date. If you experience problems, please contact the Support Team at 1-800-KELLY-28.

**Our assignments must have a start and end date, but they may not reflect a "true" end date. If you receive a notification in People Net about your assignment ending and you have not been notified, please contact Gracie Parker at (850) 266-7539 and she can confirm your end date. You do not need to be alarmed or contact your supervisor. We will help!

Direct Deposit or Pay Card: For direct deposit, it usually takes 2 to 3 weeks to activate, so you will likely receive two paychecks in the mail from our Payroll office in Michigan. Even though pay day is Friday it will likely be Saturday or Monday before it arrives in the mail. For the pay card, please activate your card after your first day on your first assignment.

For ePaystub: After you start receiving Direct Deposit or a Pay Card deposit please register at www.mykelly.com and select "ePaystub," and then "Register Now". Your User ID/Kelly ALT ID is: . We strongly suggest that you do this immediately because as a Branch, we do not have access to your paystubs, and you will only receive the current paystub upon the time of registration. At the same time register for "eW2" to obtain your tax information electronically in January.

Absences: All absences or tardiness, whether pre-planned or not, need to be reported to our office. Please call (850) 266-7539. Email notification is also acceptable: gracie.parker@kellyservices.com.

Verification of Employment: To verify employment or wages, please go to <http://www.theworknumber.com> or at 1-800-367-2884 and the Company Code is 17722.

Completion of Assignment: If you are notified by your on-site Supervisor that you will not be needed back at work, please call our office immediately. We will begin seeking other work for you. If you are unable to complete the assignment, please notify the Kelly office.

Perks: Please refer to mykelly.com for more Holiday Benefit, Service Bonus, Benefit Alliance & Healthcare information.