Dear Hiring Managers:

The information below will assist you in making a smooth transition with regard to your new temporary employee. We are here to assist the ECU community with all of your temporary staffing needs.

Email and Banner Information

Your new temp will receive their username 24 hours after the first scheduled day of work. Please ensure that they contact HR on day 2 of their temporary assignment for this information.

Payroll Information

All payroll information will be completed at the Human Resources Office. Your HR Counselor will work with you and your temp to ensure that the information is turned into Payroll in a timely manner. Please work with your Employment Counselor to ensure that all paperwork is turned in before the payroll deadline.

- The temporary timesheets are located in banner self service. The temporary employee should turn in time sheets to you by the 16th and the first day of the month.
- All University staff employees, temporary and permanent, are paid on the 15th and last day of each month. The University has 24 pay periods every fiscal year with a two-week processing period for paychecks. Therefore, when a temporary employee receives a paycheck, it will be for hours worked in the previous pay period, not for hours worked in the current pay period. A schedule of the pay periods and their paydays is available in our office. All temps must participate in our direct deposit program.

Employee Evaluation

At the end of the assignment, we will send you an evaluation form to complete on your temporary employee. This feedback will allow us to better place our temporary employees in various positions in the university. If you are ever dissatisfied with an employee, please let us know so that we can counsel the employee or replace the employee, if needed.

Termination of Temporary Employment

Please inform the human resources department if you need to terminate an employee. This will allow us to place the employee in a new temporary assignment and will also allow us to provide you with a new employee in an expedite manner.

Things to Remember

- Temporary employees must take a 31 day break in service after 1 year of continuous service. Retirees are exempt from this rule. There are no other exceptions to this rule.
- Temporary workers that work over 40 hours a week, must account for the time via overtime pay. Comp time cannot be given to a temp employee.

We appreciate you using ECU Pirate Temp Services. Please feel free to call me at 328-9847 with any questions or concerns.