

DATE: May 5, 2008
TO: Executive Committee Members, Assistant Vice Presidents,
Chairs, Directors, and Department Heads, Assistants to the
Deans and Vice Presidents, and Departmental Administrators
FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/CFO

Business Affairs Bulletin No. 03- FY 2008

SUBJECT: CONTRACTED TEMPORARY EMPLOYMENT SERVICES

This Business Affairs Bulletin (BAB) for Contracted Temporary Employment Services is being reissued to incorporate process changes that went into effect with the PeopleSoft Human Capital Management (HCM) upgrade.

The current contract for Temporary Employment Services has been in effect since October 1, 2004 and will continue through September 30, 2008. Ingenesis, Inc. is the University contracted vendor. Please be advised that all expenses under this contract are HUB reportable.

The Purchasing Department maintains a master list of Authorized Department Representatives (ADR) to process orders for the Health Science Center. Please note that *only* the Authorized Department Representatives listed will be authorized to make electronic requests for temporary employment needs.

If your area needs to add, delete or update information regarding Authorized Department Representatives, please complete do the following:

- Complete the *Authorized Department Representative (ADR) Request Form* found under Forms Section on the Purchasing website:
<http://www.uthscsa.edu/business/purchasing/Forms.html>
- E-mail the form as an attachment to PurchAdmin@uthscsa.edu

IMPORTANT: The form must be sent to PurchAdmin by or with a written approval from the department's head/chair/director.

Once your request is processed, the Authorized Department Representative (ADR) will be contacted by the contracted temporary employment services agency and provided with a sign-on username and password. Note: These authorization codes are not to be shared.

The following is a step by step process on how to place orders for temporary employment services.

Authorized Department Representative (ADR)

- 1.0 Authorized Department Representative (ADR) contacts Ingenesis, Inc. to request a temporary employee by completing the On-Line **Standard Temporary Employee Request Form** located on the UTHSC Purchasing website:
www.uthscsa.edu/business/purchasing/contracts.html.
The form must be completed in its entirety and includes:

- 1.1 Position
- 1.2 Department
- 1.3 Contact
- 1.4 Working Hours/Days
- 1.5 Assignment Start Date
- 1.6 Estimated End Date
- 1.7 Onsite Supervisor
- 1.8 Specific Duties and Job Skills Required
- 1.9 Location of Work Site
- 1.10 Dress Code
- 1.11 Special Parking Instructions
- 1.12 Required Licenses/Certifications Required

IMPORTANT: ALL Temporary employee requests MUST go through the contracted agency, Ingenesis, Inc. Employee requests/invoices not directed through Ingenesis, Inc. may not be authorized for approval/payment by UTHSCSA and will be evaluated on an exception basis.

Ingenesis, Inc.:

- 2.0 Ingenesis, Inc. will only fill requests made by **Authorized Department Representatives**.
Ingenesis, Inc. will conduct the following Checks:
- 2.1 National Background Checks
 - 2.2 10 Panel Drug Screen
 - 2.3 License and Certification Verification (Medical Staffing only)
 - 2.4 Annual JACHO Testing (Medical Staffing only)
 - 2.5 Fingerprinting (Medical Staffing only)
- 3.0 Ingenesis, Inc. will respond within four (4) business hours to the requesting department, to verify order status.
- 4.0 Ingenesis, Inc. will provide employee profiles/resumes, certifications, licenses, etc., upon request by department, which must also be retained by the Ingenesis, Inc. for a period of 5 years. This will also include HIPAA Certification.
- 5.0 Ingenesis Inc. will forward the *Temporary Employee Assignment Form* to the Authorized Department Representative via email.

Authorized Department Representative (ADR):

- 6.0 The Authorized Department Representative (ADR) will proceed to enter the potential temporary employee's information into HCM via the Person of Interest (POI) Request Form. For additional information, click on the following link: DCATS Website Address <http://www.uthscsa.edu/dcats/psHCM.asp>
- 7.0 The Person of Interest (POI) Request Form will generate e-mails instantaneously to the following departments:
 - 7.1 **Office of Human Resources (OHR)** who will then process the POI in HCM.
 - 7.2 **Environmental Health & Safety** who will check if individual will be working with selected agents and will require safety training.
 - 7.3 **UT Police** who will then conduct the following **Background Checks**:
 - 7.3.1 Sanction Check
 - 7.3.2 Texas Criminal Background Check
 - 7.3.3 Texas Sex Offenders Registry Check

UT Police:

- 8.0 **UT Police – UT Police performs the sanction and security background check process.**
 - 8.1 **NOT SUCCESSFUL** – UT Police responds by email to Contracted Temporary Employment Agency, OHR and ADR.
 - 8.2 **SUCCESSFUL** – UT Police responds by e-mail to OHR.

Authorized Department Representative (ADR):

- 9.0 Authorized Department Representative (ADR) and ACE initiates the below listed forms as needed.
 - 9.1 Personnel Security Access Request (PSAR)
 - 9.2 Computing Resources Service Request Form (SRF)
 - 9.3 Telecommunications & Networking Service Request Form (SRF)
 - 9.4 UT Police Key Request

Temporary Employee:

- 10.0 Upon arrival at the UTHSCSA, temporary employee(s) will go directly to the UT Police office to obtain a UTHSCSA Photo ID Badge. The temporary employee must provide a valid Texas Drivers License if requesting a parking permit. A deposit of \$10.00 is required for each UTHSCSA Photo ID Badge. Upon termination of employee's assignment and the return of the employee's ID Badge to the UT Police Traffic Office, \$8.00 is returned by mail to the address provided by the employee. A fee of \$2.00 is retained by the UT Police Traffic Office for the cost and processing of the ID Badge.

NOTE: TEMPORARY EMPLOYEE WILL NOT BE ABLE TO RECEIVE A UTHSCSA BADGE IF THEY ARE NOT IN THE HCM SYSTEM.

- 11.0 The temporary employee will then report to the requesting department where they will provide the following information, if applicable:

Medical Personnel

11.1 Copies of License/Certifications/Immunizations

UTHSCSA Department:

- 12.0 If temporary employee is deemed unsatisfactory, the department will contact Ingenesis, Inc. for a replacement temporary employee. Ingenesis, Inc. will not bill for an employee who is deemed unsatisfactory within the first four (4) business hours. If this problem or if any other issue arises and is not remedied in a reasonable amount of time, please e-mail PurchAdmin@uthscsa.edu or call Purchasing at (210) 562-6200.

Ingenesis, Inc.:

- 13.0 Ingenesis, Inc. sends invoice weekly to the requesting department, to include:
- 13.1 Dates of service
 - 13.2 Name of employee
 - 13.3 Number of hours worked in the period
 - 13.4 Rate of pay
 - 13.5 Total billed amount
 - 13.6 Department name / contact person
 - 13.7 Copies of signed timecards, with UTHSCSA supervisor approval

UTHSCSA Department:

- 14.0 The department submits the voucher for payment, to include the invoice, to the Accounting Department, on a weekly basis.
- 15.0 Once the temporary employee is no longer needed, the department is solely responsible and must ensure that both the employee's UTHSCSA Badge and Parking Permit are returned to UT Police. If the employee leaves prior to returning their badge and parking permit, the department must contact Ingenesis, Inc. to obtain the items.
- 16.0 Inactivate Person of Interest (POI) within the PeopleSoft HCM System.

Ingenesis, Inc.:

- 17.0 Ingenesis, Inc. will provide a **Customer Service Questionnaire** to the requesting department, by email, to be filled out by the temporary employee's supervisor and returned to Ingenesis, Inc.
- 18.0 Overtime and Holidays are not authorized.

The contact information for Ingenesis, Inc. and a list of the positions/hourly rates awarded under this contract may be obtained at the Purchasing website: <http://www.uthscsa.edu/business/purchasing/TempStaff.html>. The hourly rates listed will be in effect for the duration of the contract period.

Should you not be able to locate a specific type of temporary employee on the position list, you will need to contact Ingenesis, Inc. with your need and they will subcontract on our behalf. Once again, all payments, including subcontracts, will be made to Ingenesis, Inc.