

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	August 2001
Section 4.3	Recruitment, Selection and Appointment	Revised:	December 2004
Policy 4.3.6	Temporary Associates	Responsibility:	Vice President for Human Resources

TEMPORARY ASSOCIATES

Policy

It is the policy of the Health Science Center to comply with all federal and state tax laws pertaining to the employment of individuals. However, there may be situations where it is not clear whether an individual who performs services for the Health Science Center should be considered an employee or a consultant.

An individual will be considered either an employee in the classification of Temporary Associate (Job Code 0490) or as an independent contractor (consultant) depending upon:

1. the relationship an individual has with the Health Science Center;
2. the services to be performed by the individual;
3. the amount of involvement, if any, with research efforts;
4. the amount of supervision given; and,
5. the work schedule and duration of the services to be performed.

To determine whether departments should treat individuals as employees or as consultants, the [Employee/Independent Classification Checklist](#) should be used.

Determination

If an individual is hired to perform services for the Health Science Center and is not considered to be a consultant, then the job title of Temporary Associate (Job Code 0490) should be used. A Temporary Associate is an employee who performs services for the Health Science Center for a period not to exceed four (4) months and who:

1. Will be hired within twelve (12) months of the individual's termination from the Health Science Center if this person was employed at this institution; or,
 2. Will perform services that are temporary in nature, not lasting more than four (4) months; and,
-

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	August 2001
Section 4.3	Recruitment, Selection and Appointment	Revised:	December 2004
Policy 4.3.6	Temporary Associates	Responsibility:	Vice President for Human Resources

-
3. The duties and responsibilities assigned to this individual do not fall within the specifications of the Health Science Center's classified job titles.
-

Appointment Procedures

If it is determined that the individual should be classified as a Temporary Associate, the department should follow these procedures:

1. Submit the sanction check form to the Office of Human Resources prior to hiring the individual. Human Resources will advise the department to proceed to the next step upon clearance of the sanction check.
 2. Make the job offer to the individual.
 3. Submit the completed W-4 and I-9 forms to Human Resources for the individual. This must be completed and signed within 72 hours of the effective date of hire of the individual.
 4. Set up the position funding in the PeopleSoft system by entering the effective hiring date and the salary account. Enter 0's in the percent effort and annual rate fields.
 5. Enter the individual in the job data panels in the PeopleSoft system in a Temporary Associate position. If the employee has a prior work record at the Health Science Center (September 1, 2000 or later), the employee should be entered as a re-hire. If the employee has no work record at the Health Science Center or worked prior to September 1, 2000, the employee should be entered as a new hire.
-

Compensation

Temporary Associates are not paid through the CACTUS DRS time collection system. Instead, they are paid through a [Request for Approval of Payment to Employee for Additional Services](#) form. Departments should follow these procedures to compensate Temporary Associates:

1. The department submits a [Request for Approval of Payment to Employee for Additional Services](#) to the Payroll
-

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	August 2001
Section 4.3	Recruitment, Selection and Appointment	Revised:	December 2004
Policy 4.3.6	Temporary Associates	Responsibility:	Vice President for Human Resources

Services Office. A completed [Employee/Independent Contractor Classification Checklist](#) must be attached to the request form.

2. The department charges payments to Temporary Associates to a salary account. Staff benefits will be charged to a staff benefits account with the exception of staff benefits for salaries paid from state fund accounts. These staff benefits charges are made to the institutional staff benefits account.

Additional Information

The Temporary Associate is paid on the next scheduled supplemental payroll. Payments to Temporary Associates result in withholding both federal income tax and social security from the gross amount. Additionally, staff benefits limited to social security matching, Workers' Compensation Insurance (WCI), and Unemployment Compensation Insurance (UCI) are charged.

Group Insurance

Temporary Associates are not eligible for any University of Texas System health or life insurance benefits, tax sheltered annuities (TSA), or leave entitlements.
