

Employment

Questions

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Answers

How do I obtain an individual using a Temporary Agency?

<http://www.temple.edu/hr/managers/index.html>

An individual obtained from a Temporary Agency will perform functions/tasks for a period not exceeding three (3) months in duration. The individual is not on Temple University's payroll but rather paid by the University's Master Purchase Order through Accounts Payable.

The Temporary Agency Staff member is obtained from one of our approved vendor's. The individual placing an order with one of our approved vendor's must have authorization from their department to initiate a temp placement process. Your Department Administrator will notify Temple University Human Resources with the appropriate information and what **FOP** (**F**und-**O**rg-**P**rogram) number(s) you have authorization to use. HR will create an account for

you in the Temp Staff Web system. The temporary staffing agency will only accept orders received through the Temp Staff Web.

If you need to create an account or have questions about the system please contact Josephine Perkins at Josephine.Perkins@temple.edu or 215.707.5135 or Abe Hedgcock at Hedgcock@temple.edu or 215-204-3332.

Click here to access Temp Staff Web - <https://voyager.adminsvc.temple.edu/TempStaffweb>

How do I obtain a Temporary Employee without using a Temporary Agency?

<http://www.temple.edu/hr/managers/index.html>

A Temporary Employee may be used to fill a temporary position of limited duration. These positions are filled by a non-University Employee who does not meet the IRS Independent Contractor/Consultant Definition, where the duties and tasks can be practicably classified within the context of an existing classification. To hire a temporary employee, a temporary requisition is created in the automated iGreentree system and will need a level 2 approval. The position does not have to be “Posted” internally nor is a Personnel Action Authorization required. The individual is an employee of the University and paid through our Payroll/Human Resource System with the appropriate Federal, State and Local Taxes being withheld.

How do I hire a Student Worker?

Detailed instructions on hiring student workers can be found in a document on the HR website. <http://www.temple.edu/hr/managers/index.html>

Student workers are students who are currently enrolled at Temple University who are also working at Temple University. All Temple student workers must be hired through the automated iGreentree Student Hiring System before they begin working. Each department has dedicated users who can create student worker requisitions for you, and each school has a “Responsible Person” who can post positions, if necessary, and convert selected students onto payroll. If you do not know who in your department is a Student iGreentree user, please contact Stephanie Tschanz @ 1-6357.

In accordance with Federal Regulations, international student workers may not work more than 20 hour per week during the academic semester; all other student workers may not work more than 40 hours per week during the academic semester. Please note that hours worked in excess of 34 hours per week may be subject to Social Security withholding.

How do I hire Adjunct Faculty?

<http://www.temple.edu/hr/managers/index.html>

All Adjunct Faculty members are hired through their respective Schools and Colleges. Adjunct Faculty members are hired through the automated iGreentree Adjunct Faculty Hiring System, with the exception of Adjuncts not compensated and those hired to the Summer

School Cost Center (Those are done directly through the Payroll Department). Each department has dedicated users in automated iGreentree Adjunct Faculty Hiring System who can create your position requisition for Adjunct Faculty, and each school has a “Responsible Person” who can post positions, if necessary, and convert Adjunct Faculty onto payroll. If you do not know who in your department is an Adjunct Faculty iGreentree user, please contact Stephanie Tschanz @ 1-6357.

What do I do regarding relocation assistance for faculty?

<http://www.temple.edu/hr/managers/index.html>

Temple University has created a partnership with East End /Corrigan Moving Systems/ United Van Lines and Whalen’s Allied Van Lines to assist with the relocation needs of faculty, administrators and employees. This partnership is part of a competitive bid agreement with Educational and Institutional Cooperative Services, Inc. (the nation’s largest non-profit group purchasing association). These two organizations can provide all of the services that are needed for a smooth transition to Temple for relocating faculty and staff, from moving and storage to mortgage assistance and temporary housing.

Temple University has issued Standing Purchase Orders for each company and authorized key administrative staff in each school, college and administrative portfolio to initiate the contact with these vendors when relocation assistance is desired. The school, college or department will pay for all or a portion of the services with the new faculty member/employee paying the difference. If you do not know who is authorized to commit University funds for relocation in your school or college, please see your administrator or business manager.

Click on either of the two vendors to see a more detailed listing of their services and process for initiating their assistance:

East End /Corrigan Moving Systems/ United Van Lines
<http://www.corriganmoving.com/requestform.htm>

Whalen’s Allied Van Lines
<http://www.movewhalens.com/temple.htm>

Can I sponsor a foreign national?

<http://www.temple.edu/hr/managers/index.html>

Under Federal law, there are strict requirements applicable to Permanent Residence status for foreign nationals who intend to reside in the United States permanently. There are several classifications under which a foreign national may apply for Lawful Permanent Residence status. The Human Resources Department is responsible for processing all applications for Lawful Permanent Residence based on employment and can only do so when it is appropriate for the University to function as the sponsor/petitioner

Who will Temple sponsor?

<http://www.temple.edu/hr/managers/index.html>

Temple University will typically sponsor foreign nationals who are full-time, regular employees in tenure and tenure-track academic job classifications provided the department chairperson agrees to support the application. These positions include professor, associate professor and assistant professor. A department may request an exception for other types of positions if unique circumstances exist.

The University policy is intended to provide guidance to applicants for employment, employees and hiring departments regarding the application for and sponsorship of foreign nationals by Temple University. Please use the following link to the Managers section of the HR website for full information and our policy regarding:

[Sponsorship of Foreign Nationals for U. S. Lawful Permanent Residence.](#)

If you have any questions, please see your administrator or business manager.

Where do I find jobs that are available at Temple?

There are actually five general types of positions: faculty, Post Docs, student workers, regular employees and temporary employees through a staffing agency:

- **Faculty:** Available faculty positions can be found at <http://www.temple.edu/vpfaculty>, the webpage of the Senior Vice Provost for Faculty Development and Faculty Affairs, or on the website of the specific school or college.
- **Post Docs:** Available openings can be found by contacting the specific department in the respective schools and colleges.
- **Students:** Temple University Students that are interested in working in the University can find available student positions on the TU Portal. Under the TULINKS menu, choose STUDENTS, and then click Studentjobs@temple. For listings of positions open to students at businesses "off" campus, visit the TU Career Center's Page at www.temple.edu/careercenter.
- **Employees:** Individual's interested in Employment with Temple University should apply via the employment website. Visit the Human Resources homepage at www.temple.edu/hr and click on Jobs@Temple.
- **Temporary Agency Staff:** The temporary staffing agencies contracted by Temple University will only accept orders received through the Temp Staff Web site. Click here to access Temp Staff Web - <https://voyager.adminsvc.temple.edu/TempStaffweb>

If you need to create an account or have questions about the system please contact Josephine Perkins at Josephine.Perkins@temple.edu or 215.707.5135 or Abe Hedgcock at Hedgcock@temple.edu or 215-204-3332.

What is iGreentree?

A web-based, paperless software system that automates the hiring process, generates an "offer letter," and transfers the employee and position information from University Departments to the Human Resources System and other University systems.

Can I hire a student worker from another university to work for me in the summer?

Only current Temple University Students may be hired through the Student iGreentree System. To hire a student who does not attend Temple University, you must create a requisition for a part-time employee in the iHiring Manager for Staff, and work with your Generalist.

If a school would like to hire a non-resident alien but the individual does not want to complete Glacier, is there another way to compensate this person?

No -- if a non-resident alien is to be hired as an Employee of the University, he or she must be hired according to normal procedures, which includes completing Glacier.

Where can I find Policies for the Appointment of Faculty?

The Senior Vice Provost for Faculty Development and Faculty Affairs' Web page has the most Current University Policies for the Appointment of Faculty.

Where can I post an opening for a student job?

Student Job Postings are created when filling in an iHiring Manager Student Requisition.

1. Create a Requisition and get it approved in the Student iHiring Manager.
2. Ask the "Responsible Person" in your department to post it on the student website for you. If you need access to the Student iHiring Manager or you do not know who the "Responsible Person" is in your Department, please contact Stephanie Tschanz @ ex. 1-6357. Your position will be posted under the Student Jobs @ Temple site, accessible through the TU Portal.