

Supervisor Temporary Staffing Checklist

_____ Obtain verbal approval from dean/director to hire temporary staff

_____ Contact Olsten Staffing at 782-1100. Information to provide:

- Qualifications
- Duties
- Work hours
- Hours per week
- Start date and estimated end date
- Salary you are willing/able to pay (Option #2 below)

NOTE: There are two options under our service agreement with Olsten:

- **OPTION #1:** Olsten finds a temporary employee to fill your position.

The comparison UWL titles to staffing agency titles as well as the hourly rate you will be charged are in the table below. The rate of pay the temporary employee will earn is determined by Olsten and comes out of the hourly rate you are charged.

Job Title/Hourly Rate Guide

UWL Title	Comparative Staffing Agency Title	Agency Hourly Rate
Office Associate	Clerk II	\$13.00
USA 1	Clerk II	\$13.00
USA 2	Admin. Asst. I	\$14.25
Office Ops Assoc	Admin. Asst. I	\$14.25
ADA	Admin Asst. II	\$15.50
USPA	Admin Asst. II	\$15.50

- **OPTION #2:** You have someone in mind that you have referred to Olsten to apply for your position.

You will let Olsten know who the person is you want to hire that has applied through them, as well as the hourly rate of pay you want the employee to earn based upon the job duties. You are encouraged to consult with the Olsten representative about the average rate of pay for the type of work in order to ensure you are paying a fair wage.

- The hourly rate you will be charged will be the employee hourly wage along with a fee that represents 35% of that hourly wage.

_____ Interview candidates(s)

(This step is optional. Olsten provides a thorough screening which includes interviewing, testing, background check, etc.)

_____ Complete [Miscellaneous Email Account Request](#) form for email address & Net ID

_____ Complete [WISDM Authorization](#) form, if applicable
(Submit to Business Services. HR will provide the required Emplid once the [Miscellaneous Email Account](#) has been processed)

_____ Contact Purchasing Services to inform of the intent to hire temporary staff

_____ Contact [Maren Walz](#) if editing rights to department web site are needed

_____ Contact [Eagle Help Desk](#) if access to any or all of the following is needed:

- Department network drive
- D2L / Canvas
- Digital Measures
- Any other technology needed

_____ Contact [Ben Kolpitcke](#) in Facilities Management regarding keys, if applicable

Contact Ann Bever at 5-8015 or Tracey Simpson at 5-8629 in HR if you have any questions