This procedure is for hiring a temporary aide position. These positions are paid hourly on a biweekly basis.

**Procedure:**

1. Submit the *Action Authorization Form (AAF)* to the Business Office via e-mail.
   A. Fill in the following sections (highlighted in yellow on the AAF)
      i. Name section
      ii. Salary section
      iii. Funding section
      iv. Notes section
         a. State manager’s name and reason for hire here
2. For a new hire, please include the personal information and emergency contact worksheet forms.
3. Forms:
   - Action authorization form (AAF)
   - Personal information worksheet
   - Emergency contact worksheet

**Departmental Policies:**

- Paperwork must be submitted to the Business Office **a minimum of two weeks prior to the temporary aides’ effective hire date.**
  - At the beginning of fall, spring and summer semesters, paperwork must be submitted a month in advance in order for the Business Office to process the high volume of requests.
- Incomplete forms will be returned and need to be re-submitted when complete.
- Paperwork submitted late cannot guarantee that a temporary aide will be set up by the requested hire date. They should not begin working until the hiring process is complete.
- New employees will have a background check completed (by HireRight).
- Completed AAF will be forwarded to and processed by the A&S Payroll Office.
- Temporary aides are required to submit biweekly timesheets through MyLeave. Timesheets need to be submitted and approved by Tuesday by 12 pm following each pay period.
  - Timesheets submitted late will be processed in the following pay period.
    - Biweekly pay periods and timesheet deadlines
    - Departmental timesheet policy

**University Policies:**

- Appointment limited to nine months in a rolling 12-month period beginning with start date. Working one day in a month counts as one month worked.
- If an employee has worked a temporary aide position in the last past year, they may not be eligible to hold a current temporary aide position.
- Temporary aide positions are not eligible for paid time-off (sick or vacation) and do not receive holiday pay or University benefit plans.

**Additional Information:**

- Human Resources website
  - [http://www.colorado.edu/hr/](http://www.colorado.edu/hr/)
- Employee Services-Temporary Employees
  - [http://www.cu.edu/employee-services/temporary-employees](http://www.cu.edu/employee-services/temporary-employees)