

Temporary Aide Position

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 Front 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 Front 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/>
- Employee Services-Temporary Employees
 - <http://www.cu.edu/employee-services/temporary-employees>