MEMORANDUM

Date: July 1, 2013
To: Vice Presidents, Deans, and Program Directors
From: Jim Irwin, Assistant Vice President of Treasury and Budget
Re: Temporary Employment Services

As you are aware, in January 2013, the University began utilizing a temporary employment agency for the purposes of obtaining temporary employees. These expenses had been posted to object code 6234 – Temporary Employment Services, and they were reflected in the non-compensation section of the Accounts Director’s Summary Report. As of July 1st, the expenses associated with temporary employment services for the operating budget will be reflected within the compensation section of the Account Director’s Summary Report. As such, the budget for operating expenses (non-compensation items) will no longer be encumbered if a department is required to hire a temporary employee. Instead, the encumbrance will be applied against compensation, which provides a more accurate reflection of the nature of the expense and does not reduce the operating expenses (non-compensation) of a budget. To facilitate this improved reporting and budgeting flexibility, a new object code has been created – 6129 Temporary Employment Services.

For fiscal year 2013/2014, if an office/department requires a temporary employee, please continue to work with Human Resources and complete the following steps:

- Prepare a request to recruit form and indicate “Agency Temp” on the form.
- Complete a purchase requisition for the temporary employment agency for the estimated funding amount needed for the initial hire(s). Complete a PO increase for all subsequent agency hire(s), using the same PO number.
- Prepare a justification memo explaining the need for the position and the source of funding.
  - The funding amount to be transferred will be your estimate based on the approximate time the temporary employee is needed
- The request to recruit form, purchase requisition, and justification memo should be submitted as one packet to Human Resources.

Human Resources and the Budget Office recognize that the need for temporary employment services does not occur often. As such, we will work with offices/departments to ensure the process occurs as efficiently and timely as possible.

If you have any questions about this process, please let me know. I can be reached at extension 4109 or via e-mail at jirwin@laverne.edu.