TES FINANCIAL TEMPS SERVICE GUIDELINES
Offered by Temporary Employment Services, a Division of Human Resources

Purpose
The purpose of the TES Financial Temps Service is to provide UCSD departments with temporary staff who are trained and authorized as users of UCSD’s financial systems. This service was developed in order to provide departments with temporary staffing assistance during peak work periods, position vacancies, or when leaves of absence occur, such as a medical leave.

Conditions of Placements
Financial Temps will be available to work in a department for up to 60 calendar days. Departments must specify the requested length of assignment, and should expect to be held to that commitment by TES. All Financial Temps appointments are deemed urgent and important by the hiring department. Therefore, extensions may not be granted unless there are no pending orders for the Financial Temps Service. If there are pending orders from other departments for the Financial Temps Service, extensions beyond the initially agreed-upon period will not be granted. Prior to the end of a Financial Temp assignment, the employing department will be given a one-week notice in order for the Financial Temp to close the assignment.

Upon receipt of an assignment and prior to the assignment start date, the TES office will provide a Financial Temps profile to the department. The Financial Temps profile is a summary of the Financial Temp’s skills and experience and will be given to the department in lieu of an interview.

Since the Financial Temps are employed on a 100% career basis, they will need to work full-time in order to maintain benefits and full pay. Departments requesting the Financial Temps Service must agree to have the Financial Temp work at least eight hours per day, 40 hours per week.

Once a Financial Temp has been assigned to a department, a timesheet will be mailed to the on-site supervisor to track the hours worked. It is the responsibility of the on-site supervisor to complete and submit the timesheet to the TES office on a bi-weekly basis. A schedule for submission of timesheets will be provided to the department by the TES office.

Departments using the Financial Temps Service will pay a recharge based on an Administrative Specialist rate. Departments will provide TES with their index numbers and the recharge will appear on their monthly ledgers. Currently the charge is $31.50 per hour for this service. However, the rate is subject to change based on range adjustments.

Departments will be responsible for initiating computer/network and online access for assigned Financial Temps. Prior to the start of an assignment the Departmental Security Administrator should establish computer and email privileges, and contact Administrative Computing and Telecommunications to arrange for on-line access.

I have read and understand the conditions of this appointment, and request a UCSD Financial Temp for a period of ________ days.

________________________________ _________
Print Name     Signature

________________________________ _________
Department     Date