

## Initiating a Temporary/Emergency Hire

This process should be utilized when a PI or Co PI identifies the need to hire on an emergency basis to assist with their research efforts or backfill a position immediately. This is **NOT** apart of the recruitment process; it **DOES NOT** involve job posting or include applicant pools. Please contact Research Support x9867 to assist you in determining which process is best to meet your needs.

### New Hire Process:

1. A requisition must be completed by PI/CoPI or Research Support. If Research Support is inputting the requisition then a **Temporary Emergency Hire Employee Personal Data Form** (This form is for Research Support use) along with a copy of the incumbent's resume will be needed. This must be sent to Research Support for processing into Page Up.
2. Research Support will enter the request through Page Up and include the information identifying the temporary hire in the notes section of Page Up. The temp hire's resume will also be attached to the PageUp post.
3. Human Resources will review the requisition.
4. If the position is approved, Human Resources will send emails to the Temporary Hire and the Hiring Manager (the temp hire's supervisor) regarding the next steps:
  - a. New Employee must submit an application through Page Up
  - b. Background Check/CORI Instructions are sent to the employee to complete
5. Hiring Manager is notified of the status of Background check and CORI. If the background check is successful, Page Up will automatically email the employee their new hire paperwork. Hiring Manager will also receive an email notification with status update. The employee cannot start until the background check and CORI is complete.
6. The Temp Hire must complete the hiring packet and return to Human Resources for processing. The employee is not allowed to start work until Human Resources has processed **ALL** paperwork, the temp hire will then be emailed a new Hire Welcome Packet.

### Employment Continuation/New Assignment process:

1. The following form must be filled out when an employee that has previously worked at UMassD within the last 3 years either continuing in a position (Employment Continuation) or is being hired for a different temporary position **Employment Continuation Form:** (Employee New Assignment)
2. The PI is responsible for filling out both the employee information section and the department chairperson section completely. The employee must sign the document.
3. PI must have the following required signatures before submitting to Human Resources: Department Chair, Dean, and Research Office (if an internal award or federally sponsored award)
4. The signed form needs to be sent to Human Resources for processing.

5. Background check/CORI must be completed.

**The PI & Department/College Responsibilities are as follows/on your needs:**

Complete one of the following based on whether this is a new employee hire or a continuation/existing employee hire: The PI/CoPI can initiate both processes, or if the PI/CoPI needs further assistance Research Support can begin both processes on their behalf.

- Complete a requisition.** The temp hire's resume must be included for Research Support to process the request. Research Support will submit the requisition into Page Up, upload the resume to the requisition, and follow up with Human Resources.
- Employment Continuation Form** – Use this form for existing employees or former employees who have worked at UMD within the past 3 years. This form must have all required signatures before submitting to Recruitment (Leslie Mercure or Sarah Mosel) in Human Resources. A background check will need to be done prior to beginning work.

**Research Support Responsibilities are as follows:**

- Page Up Requisition – Research Support will submit the temp requisition into Page Up. The requisition form is through the Page Up portal online.
- Research Support will monitor the process to ensure that all documents are received and processed.

If you need assistance, please contact the Research Support Team - Stefanie Picard,  
[stefanie.picard@umassd.edu](mailto:stefanie.picard@umassd.edu)