

## University of Colorado Denver | Anschutz Medical Campus Process for Hiring Nine Month University Staff/Exempt, Alternate, Classified, and Research Temporary Employees

**Please Note:** Positions are limited to nine months of continuous employment with a four-month break OR nine months of employment in any 12-month period followed by a four month break. One day worked in a month is equal to one month towards the nine-month period. Temporary employees are paid on a bi-weekly/hourly basis.

Submit a request via the online form at  
[https://ucdenverdata.formstack.com/forms/temp\\_questionnaire](https://ucdenverdata.formstack.com/forms/temp_questionnaire)

1. Human Resources will review and will email you indicating what job code to use.

Once you receive an approval email from Human Resources, please:

2. In HCM: Create a new position or update an existing position based on the approval received from [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu) and notify [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu) of the position number for position approval.
3. Using the template provided by Human Resources, draft the offer letter and forward it to [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu) for review.
4. After you receive approval of the draft, submit a fully signed copy of the letter of offer to [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu).
5. Enter or update the individual's information and hire or transfer into HCM and notify [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu) with the hire transaction number. For assistance on entering transactions into HCM please refer to the [HCM Community](#) website.
6. The following required forms must be completed and submitted as indicated below:
  - I-9 Employment Eligibility form – via HireRight
  - Background Check Request-
  - [https://ucdenverdata.formstack.com/forms/background\\_check\\_request](https://ucdenverdata.formstack.com/forms/background_check_request)
  - W-4 - may be completed through the employee's portal
  - Direct deposit - may be completed through the employee's portal

Additional information for temporary hires can be found on the Human Resources website under the Employee Categories - "Temporary Staff" section.

<https://www.ucdenver.edu/offices/human-resources/hr-business-partners/employee-categories/9-month-temporary>

Please note: Temporary Employees may also be hired through a temp agency. Temporary services requested through an agency are processed by the [Procurement Service Center](#). This is a separate process from the process outlined above. Temporary employees hired through PSC are still subject to the 9 month rules as outlined above.

If you need to post on CU Careers for a position please see the 9 month [temporary workflow](#) and contact [HR.newtemp@ucdenver.edu](mailto:HR.newtemp@ucdenver.edu) for more information on posting 9 month temporary positions.