University of Colorado Denver | Anschutz Medical Campus  
Process for Hiring Nine Month University Staff/Exempt, 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

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 temporary position based on the approval received from HR.newtemp@ucdenver.edu and notify HR.newtemp@ucdenver.edu with the transaction number for position approval.

3. Draft the offer letter and forward it to 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.

5. Enter or update the individual's information, and hire or transfer into HCM and notify 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
   - 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.
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.