

WESTemp Manager Self Service Application

To assist departments in managing their needs for temporary services, Wesleyan offers a decentralized manager self service application. Through this application, managers can hire temporaries from Wesleyan's Pool of Temporary Employees, set and change pay rates, change temporary assignments, and end assignments without having to process any paperwork.

To add an individual to Wesleyan's Pool of Temporary Employee, the employee must report to the Office of Human Resources to complete a series of employment papers including tax forms, INS employment eligibility, and personal profile before they begin working. Once the paperwork has been completed and verified, the employee will be added to the HRMS, assigned a WesID, and become eligible for assignments at the University.

Department Hire

To hire a WESTemp in a department, you will go to **Home, Wesleyan, HRMS, Use, WESTemp Administration**. A prompt page will display similar to the one below:

The screenshot shows the PeopleSoft interface for the WESTemp Administration search page. At the top left is the PeopleSoft logo. A navigation bar contains links for Home, Help, and Sign. Below the navigation bar is a breadcrumb trail: Home > Wesleyan Menu > Temporary Employee Process > Use > WESTemp Administration. A 'New Window' link is also present. The main heading is 'WESTemp Administration'. Below this is a section titled 'Find an Existing Value' with several input fields: EmpID (with a search icon), Emp. Rad. No., Name, Last Name, Department, and Account Code. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Basic Search'.

On the prompt page, you can enter either the WesID of the employee you wish to hire, the employee's full name, or the employee's last name. Click on the *SEARCH* key to locate the individual's record.

When the employee's record is found, the system will open a new WESTemp Administration page based on the record you have selected. If you have selected a record with a 'work break' record the system will bring you to either the 'New to Department' instructions or the 'Rehire in Department' instructions. The determination is based on whether the WesTemp has worked in your department before. The top portion of the page displays the employee information, the lower portion of the page provides you with detailed instructions on how to hire a temporary employee into your department.

Click on the *New to Department* tab to begin the hire process.

PeopleSoft

Home > Wesleyan Menu > Temporary Employee Process > Use > WESTemp Administration [New Window](#)

Instructions | **New to Department**

Jones, Daniel Aaron Non HRMS ID: 316744 Empl Rcd#: 0

EmplID

Status: Work Break Effective Date: 08/15/2004

New Action

New Hiring Action

New Departmental Hire *Effective Date: 09/09/2004 [BJ]

*Position Number: [Q]

Department:

*Expected Hrs/ Week: *Anticipated End Date: [BJ]

*Hrly Rate: Office Phone:

Enter the assignment start date , complete all fields on this page, then click on Process Employee.

Union Job

If the work being performed on this assignment is work normally performed by a union employee select the proper union code below.

Union Code: [Q]

Effective Date: This field defaults into current date; you can override this date by highlighting it. Enter the first day of the assignment in your department.

Position Number: Enter the number of the temporary position for which this individual is to fill.

All temporary assignments must be associated with a 'position' which has allocated budget dollars associated with it. For a list of all the temporary positions within your department, you can click on the magnifying glass located next to this field. This will open up a new prompt box to help you look up position information. While you can enter in various criteria, it is recommended that you enter in your department number or account code then click on the *Lookup* button. The system will display all active temporary positions in your department. If you double-click on the position, the system will return you to the *Department Hire* page and use that position number for the temporary hire.

*Note: to change the title on temporary positions or to request a new temporary position, you must contact the Human Resources Office by using the WesTemp Position Request form found in your Employee Portfolio. **HRMS > Temp Employee Processing > WesTemp Position Request Form.***

Expected Hrs/Week: Enter in the average number of hours you expect the temporary to work each week.

Hrly Rate: Enter in the hourly rate by which this individual will be paid for work performed under this assignment.

Anticipated End Date: Enter the anticipated end date of the assignment. This date will be used to help you monitor the status of your temporary employees and to also ensure compliance with Wesleyan's policies in regards to temporary and intermittent

employees.

Office Phone: Enter either a four digit extension or a nine digit phone number (no characters) which can be used to contact the temporary employee while on assignment.

Job Type¹: It is **very** important that if the temporary employee is performing a job that could be considered a Union type of job, you must indicate this by selecting the proper Job Type from the magnifying glass lookup. If you are not sure if which Job Type to select please contact Vanessa Sabin at vsabin@wesleyan.edu for clarification.

When all information on this page is complete, click on the *Process Employee* button. Once the record has been saved, you will notice that the fields on this page will gray out. This same process is used fore 'Rehire to Department' except you would select the record with the 'Work Break' status in your department (see **Rehiring A WesTemp**). To change any information on the employee in this temporary assignment, you will need to follow the instructions for *Change Processing*.

Change Processing

Once an individual has been assigned as a temporary employee within your department, there may be occasion where you need to change the status of the assignment or person. To process changes, you will go to **Home, Wesleyan, HRMS, Use, WESTemp Administration**. A prompt page will display similar to the one below:

PeopleSoft.

Home > Wesleyan Menu > Temporary Employee Process > Use > WESTemp Administration New Window

WESTemp Administration

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Department:

Account Code:

[Basic Search](#)

Search Results

[View All](#) First 1-3 of 3 Last

EmpID	Empl Rcd Nbr	Name	Department	Department Description	Position Number	Position	Employee Status	Account Code
316744	0	Jones, Daniel Aaron	NEW	New Department	NEW	New Position	Work Break	(blank)
316744	1	Jones, Daniel Aaron	1046	Admission	13067	Temporary Worker	Active	2401301720
316744	2	Jones, Daniel Aaron	1093	Chemistry Department	13167	Temporary Worker	Work Break	6370451720

Once an employee has filled a temporary position within your department, you will see a separate record for each position held as well as a record labeled 'New Department' which you would select under the *Department Hire* process if attaching the employee to a new position in your department. To process a change for an existing temporary employee, look for the row with your department under the department description. Make sure the **'Employee Status'** is **Active**. Select this record to make changes to your WesTemp.

¹ Changed from Union Code to Job Type 10/1/2006

The system will display instructions for processing changes. Click on the CHANGE OR END ASSIGNMENT tab to begin. Depending on the change you want to make there are different steps you need to follow.

Effective Date: This field defaults into current date; you can override this date by highlighting it. Enter the effective date of the transaction you are processing.

New Action

Schedule Change This action will allow you to change *Expected Hours Per Work, Anticipated End Date, Office Phone*.

Pay Rate Change When processing a pay rate change, click on this radio button, you will also be allowed to update *Expected Hours Per Work, Anticipated End Date, Office Phone*.

Transfer to New Position When a temporary employee is being transferred to a new temporary position within the same department, you will click on this radio button. You will be prompted to change the position number. You can also update any other field on this page as part of the transfer process. Remember to update whether the job is performing a Union task.

End of Assignment By clicking on this button all fields will gray out and the assignment end will be recorded.

Be sure to click on the *Process Employee* button when you have completed your transaction in order to save the record.

Rehiring a WESTemp

If a WESTemp employee has previously worked in a department, the manager can rehire that individual into the same position. To rehire an individual, go to **Home, Wesleyan, HRMS, Use, WESTemp Administration**. Upon entering the WESTemp Administration page, enter the employee's WES Id or Last Name into the appropriate search field. When you click on the Search button, you will see the employee listed in a NEW position status as well as in any other positions for which the individual has worked within your department. Select the record which reflects the position you wish to rehire the employee to.

The screenshot shows the PeopleSoft interface for re-hiring an employee. At the top, the PeopleSoft logo is on the left, and navigation links for Home, Help, and a New Window are on the right. Below the logo, a breadcrumb trail reads: Home > Wesleyan Menu > Temporary Employee Process > Use > WESTemp Administration. A sub-menu shows 'Instructions' and 'Rehire into Department' selected. The employee's name is Jones, Daniel Aaron, with ID 316744 and Empl Rcd# 2. The 'Current Information' section shows Status: Work Break, Effective Date: 10/30/2003, Standard Hours: 1.00, Hourly Rate: 6.900000, Position: 13167 Temporary Worker, and Department: 1093 Chemistry Department. The 'New Action' section has a 'Rehire Employee' button selected. Fields include: *Effective Date: 09/09/2004, *Position Number: 13167, Department: 1093 Chemistry Department, *Expected Hours Per Week: 1.00, *Hrly Rate: 6.900000, and *Anticipated End Date: 12/29/2003. There is also a 'Union Job' section with a 'Union Code' field. A 'Process Employee' button is visible. A 'Return to Search' link is at the bottom left.

Effective Date: Enter the first day of the reassignment.

New Action

Rehire Employee

This is the only action you can perform on this page. You can update the *Expected Hours Per Week*, *Hrly Rate*, and *Office Phone* information if necessary. Be sure to enter a new *Anticipated End Date*.

Click on the *Process Employee* button when you have completed your transaction in order to save the record.