

# Temporary Employee Request Procedure

1 <sup>st</sup> Step	Budget Check	
	Confirm funds are in your budget for a Landrum Workforce Solutions employee (view Spend Category, 64508). <ol style="list-style-type: none"> <li>If funds are NOT available, acquire approval from your VP to create a budget amendment for your department.</li> <li>If funds are available, proceed with creating a Purchase Requisition and obtaining a Purchase Order.</li> <li>View the pay/bill rate sheet (attached) to determine the position and to calculate the requested amount.</li> </ol>	
	It is the Department's responsibility to monitor the available funds on the PO continually.	

2 <sup>nd</sup> Step	Temporary Employee Request Form (TERF)	
	College Recruited Candidate (CR)	Landrum Workforce Solutions Recruited Candidate (LWS-RC)
	When a PO is created, complete the attached TERF with the candidate's name and contact information. The PO must be listed on the TERF.	When a PO is created, complete the attached TERF and leave the candidate selection blank. This will indicate that the Department would like Landrum Workforce Solutions to recruit a candidate. The PO must be listed on the TERF.
	Send TERF (the form only) to Melonie Miner: <a href="mailto:mmminer@pensacolastate.edu">mmminer@pensacolastate.edu</a>	
	Landrum Workforce Solutions will contact the candidate to begin the pre-employment process.	Landrum Workforce Solutions will contact the Department to discuss the needs and arrange interviews if requested.
	The department will be notified when a candidate is ready to begin the assignment.	Once a candidate is selected, Landrum Workforce Solutions will contact the candidate to begin the pre-employment process. The department will be notified when a candidate is ready to begin the assignment.

3 <sup>rd</sup> Step	Contingent Worker Packet	
	Prior to or on the first day, the department will need to indicate if the Landrum Workforce Solutions employees will need access to Workday. If so, Human Resources will send him or her a Contingent Worker packet via Adobe Sign. <ol style="list-style-type: none"> <li>In the packet, the supervisor will need to indicate if the employee will need a PSC email, access to Workday, or both.</li> </ol>	
	The Contingent Worker Packet will be sent to the email address on the TERF.	

Policies and Procedures	<b>Timesheets and Invoices</b>
	The timesheet approver will receive an email every Monday morning showing the employee's weekly timesheet.
	The timesheet approver will approve or decline the timesheet from email by Noon each Monday for the previous week.
	If declined, Landrum Workforce Solutions will contact the timesheet approver to discuss the issue.
	Every week, the department will receive an invoice from Accounts Payable. Please verify and create a receipt in Workday of the amount stated on the invoice.
	<b><i>DO NOT FULLY RECEIVE THE PURCHASE ORDER.</i></b>
	<b>Disciplinary Actions</b>
	The supervisor should contact PSC's Human Resources if experiencing difficulties with a Landrum employee.
	Landrum Workforce Solutions will discuss the issue with the supervisor and the employee.
	Landrum Workforce Solutions will discuss the issue and recommend the solution with PSC's Human Resources.
	Landrum Workforce Solutions will inform the supervisor of the next course of action.

# Temporary Employee Request Form

		Date:
<b>Requesting Department Information</b>		
Requestor Name:	Email:	Extension:
Department:	Cost Center (please use name, not the number):	
Campus/Building/Room:		

<b>Landrum Position Information</b>			
Group Number:	Job Title:	Pay Rate:	Bill Rate:
Requested Start Date:	End Date, if applicable:	Purchase Order:	
Anticipated Total Weekly Hours:	Working Hours: From: To:	Days of the week to work: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S	

If the candidate has been selected, complete the following section, and Landrum Workforce Solutions will make contact to begin the hiring process.			
Candidate Name:	Phone Number:	Address	Email:

By submitting this request form for the candidate above, you are acknowledging the following:

1. The above candidate is NOT a Pensacola State College employee.
2. The Purchase Order is listed with available funds to cover the Landrum Workforce Solutions employee for the entire assignment.
3. All required paperwork and pre-employment process (background check included, and if necessary, a drug screening) must be completed prior to the start date.

<b>Department Head / Supervisor Information</b>	
Department Head / Supervisor Name:	Signature:
Timesheet Approver Name:	Timesheet Approver Email:
PSC Representative Approval:	Grants Approval (if required):



## Temporary Employee Group Number, Descriptions, and Pay/Bill Rates

*(Use the Bill Rate to calculate the amount on the Purchase Order)*

*\*All BILL RATES ARE ESTIMATED, AND THE ACTUAL BILL RATE WILL APPEAR ON YOUR INVOICE\**

### Group 1-5 – Clerical (updated to reflect 09/30 new minimum wage):

- **Clerical Support (1)** - Performs a variety of standardized clerical duties including, but not limited to, processing various office materials, maintaining files and records, copying (duplexing, text, and standard), faxing, data entry and answering and routing calls.
- **Switchboard Operator (1)** - Operates switchboard unit to relay a high volume of incoming, outgoing, and interoffice calls. Supplies information to callers in a professional manner. May receive visitors, directing each to the appropriate destination. May perform routine clerical duties as requested.
- **Technical Support (1)** - Work in specific technical fields. This classification includes entry-level accounting clerks, bus drivers, tutors, recruiters, graphic artists, teacher's aides, computer operators, laboratory technicians, electronic technicians, television technicians, brailist, public service officers, lifeguards, backstage theatre workers, material handlers, etc.
- **Athletic Support (1)** - Performs a variety of standardized athletic department clerical duties working with Coaches in specific sports.
- **Skilled, Semiskilled Clerical (3)** - Performs work under supervision and understands oral and written instructions. This classification includes Receptionist and Office Support.
- **Lab Assistant (3)** - Support for full-time lab personnel when students are present and assist with software products and troubleshooting computer and/or AV systems.
- **Data Entry Clerk (4)** - Computer data entry in multiple software platforms.
- **Office Aide (5)** – Assists department head with clerical, storekeeping, art gallery and professional assignments.
- **Test Administrator (5)** – Full responsibility for all testing procedures

**Pay Rate: \$13.20**

**Bill Rate: \$17.47**

### Group 1-5 – Industrial:

- **Theatre Technician (2)** - Performs a variety of backstage theatre functions including sound reinforcement, lighting control programming, rigging and fly system controls, welding, or specialty construction.
- **Skilled, Semiskilled (2)** - Performs work under supervision, understands oral and written instructions. This classification includes groundskeepers, non-licensed painters, plumbers, and electricians.
- **Skilled, Semiskilled Industrial (3)** - Performs work under supervision, understands oral and written instructions. This classification includes groundskeepers, non-licensed painters, plumbers, and electricians.
- **Laundry Worker (4)** - Collects, transports, sorts, counts, and operates equipment for laundry.
- **Production, Design Support (4)** - Support for television productions, theatre set design and culinary labs.
- **Material Handler (4)** - General Labor with minimal supervision
- **Lead Groundskeeper (5)** – Maintains landscape and grounds leading other employees without supervision.

**Pay Rate: \$13.00**

**Bill Rate: \$17.21**

### Group 6 – Clerical:

- **Computer Assistant** - Assists students and faculty using various software products and troubleshoots computer and AV systems in lab and office settings.
- **Office Receptionist** - Manage all duties related to reception desks for college offices and centers to include specialized duties outlined in college programs. (Cosmetology, Financial Aid, Registration)
- **Gymnastics Coach** - USAG Professional Member.
- **Systems Tech** - (194)
- **Dispatcher** - Receives calls and forwards information for College Police.
- **Office Assistant** - Administrative support in college departments.

**Pay Rate: \$13.20**

**Bill Rate: \$17.47**

### Group 6a – Group 6d – Tutors:

- **Student Lab Tutor** - Works with students (one on one or small groups) providing specialized instruction in specific disciplines. Rate based on education level – see chart. (Bill rate listed for Tutors is for staff **NOT** recruited by Landrum)

Tutor Level	Education	Pay Rate	Bill Rate
Group 6a	No Degree	\$15.00	\$19.56
Group 6b	Bachelor's	\$20.00	\$26.08
Group 6c	Master's	\$25.00	\$32.60
Group 6d	PhD	\$30.00	\$39.12

### Group 7 - Specialty:

- **Lifeguard** - Certified
- **Lab Assistant** - Performs day-to-day operations in clinical or academic science, including clerical support.

**Pay Rate: \$13.00**

**Bill Rate: \$17.21**

### Group 8:

- **Production Assistant** - Television Studio Assistant.
- **Academic Advisor** - Academic advisement for current and prospective students. Bachelor's Degree.
- **Student Services Specialist** - Assist s departments with various Student Services functions (Advising, Financial Aid).
- **Case Manager** - Assists grant clients with self-sufficiency development.
- **Job Developer** - Develop Job site for students.

**Pay Rate: \$20.25**

**Bill Rate: \$26.81**

### Group 9:

- **Administrative Assistant** - Performs a wide range of administrative and office support activities.

**Pay Rate: \$14.50**

**Bill Rate: \$19.19**

**Group 10:**

- **Lab Specialist** - Performs day to day operations in academic science and tutoring labs.
- **Academic / Student** – Academic advisement for current and prospective students; Master’s Degree

**Pay Rate: \$20.00**

**Bill Rate: \$26.48**

**Group 11 Specialty:**

- **(Nude) Model** - for Fine Arts classes.
- **Television Services** - Performs production and/or engineering services, coordinates educational services, recruits and manages volunteer house attendants.

**Pay Rate: \$17.75**

**Bill Rate: \$23.50**

**Group 12 Professional:**

- **Professional Services** - Accountant, Computer Programmer.

**Pay Rate: \$20.00**

**Bill Rate: \$26.48**

**Group 13:**

- **Academic Lab Manager** - Maintain AutoCAD lab daily functions, Veterans Upward Bound lab instruction.

**Pay Rate: \$21.00**

**Bill Rate: \$27.80**

**Group 14:**

- **Librarian** - College librarian.

**Pay Rate: \$21.00**

**Bill Rate: \$27.80**

**Group 15:**

- **Academic Administrative Assistant** - Performs various administrative and office support activities in an academic department.

**Pay Rate: \$16.50**

**Bill Rate: \$21.84**

**Group 16:**

- **Program Instructor** - Veterans Upward Bound and Veterans Student Support Services program instruction.

**Pay Rate: 19.89**

**Bill Rate: \$26.33**

**Group 17 Specialty:**

- **Television Production** -Assists producers, operates and has working knowledge of all television equipment.
- **ADA Specialist** - Evaluates student disability and places in appropriate college level coursework.
- **Assistant Athletic Coach** - Women's Basketball.

**Pay Rate \$20.40**

**Bill Rate: \$26.52**

**Group 18 Professional:**

- **Computer Systems Analyst** - Develop and maintain complex applications.
- **Associate Editor** – Manages production schedule for college publications, writes, edits, and oversees photography.

**Pay Rate \$20.40**

**Bill Rate: \$27.00**

**Group 19 Professional:**

- **Executive Assistant**
- **Assistant Basketball Coach**

**Pay Rate \$20.40**

**Bill Rate: \$27.00**

**Group 20:**

- **Staff Accompanist** - Accompanies groups Performing Arts Department.

**Pay Rate: \$25.00**

**Bill Rate: \$33.10**

**Group 21:**

- **Professional Staff**- High level specific unique functions for departments.

**Pay Rate: \$30.00**

**Bill Rate: \$39.72**



## **Landrum Workforce Solutions at Pensacola State College – Reminders**

### ***(Employee Information)***

**For Timekeeping & Payroll:** Prior to your first day, you will receive an email message that includes a link to the following Landrum Workforce Solutions webpage: [www.landrumhr.com/staffing-direct-deposit](http://www.landrumhr.com/staffing-direct-deposit). Here, you will find information on how to enter your hours worked each week, set up direct deposit, download/view check stubs and update your tax withholding or benefit forms. There is also a link to the Landrum Workforce Solutions Employee Portal and Landrum Workforce Solutions App to streamline your ability to submit, retrieve and update any of your information.

**Employee Help Center:** To simplify your experience working for Landrum Workforce Solutions we have an Employee Help Center that is available between 8 am – 5 pm, Monday – Friday. You may also leave an after-hours message or send an email to your Landrum Workforce Solutions Team at any time. **To Call the Help Center – [800.332.9525](tel:800.332.9525); to Email – [helpcenter@landrumhr.com](mailto:helpcenter@landrumhr.com).**

When should you Call or Email the Help Center:

- If you are running late or will be absent from work
- For payroll, timekeeping, pay card, or direct deposit questions
- When you need employment verification
- If your work assignment is completed

**Completion of Assignment:** If your Pensacola State College Supervisor notifies you that you will not be needed back at work, please call the **Landrum Workforce Solutions Help Center – at 800.332.9525 immediately**, and we will begin seeking other work for you. If you are unable to complete your work assignment, Landrum Workforce Solutions requires at least a 1-week notice. Please notify your Landrum Workforce Solutions Recruiter as soon as possible.