



4.3.6 Temporary Associates

Chapter 4 - General Personnel	Original Effective Date: August 2001
Section: 4.3 Recruitment, Selection and Appointment	Date Last Reviewed: December 2009
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: December 2009

I. Purpose

This policy establishes how UT Health San Antonio complies with federal and state regulations in the classification, appointment, and compensation of Temporary Associate positions.

II. Scope

This policy applies to all individuals involved in the hiring and administration of Temporary Associates or independent contractor (consultant).

III. Policy

A. General Policy

It is the policy of UT Health San Antonio (UTHSA) to comply with all federal and state tax laws pertaining to the employment of individuals. However, there may be situations where it is not clear whether an individual who performs services for UTHSA should be considered an employee or a consultant.

An individual will be considered either an employee in the classification of Temporary Associate (Job Code 0490) or as an independent contractor (consultant) depending on:

1. The relationship an individual has with UTHSA;
2. The services to be performed by the individual;
3. The amount of involvement, if any, with research efforts;
4. The amount of supervision given; and,
5. The work schedule and duration of the services to be performed.

To determine whether departments should treat individuals as employees or as consultants, the [Employee/Independent Classification Checklist](#) should be used.

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B. Determination

If an individual is hired to perform services for UTHSA and is not considered to be a consultant, then the job title of Temporary Associate (Job Code 0490) should be used. A Temporary Associate is an employee who performs services for UTHSA for a period not to exceed four (4) months and who:

1. Will be hired within twelve (12) months of the individual's termination from UTHSA if the person was employed at this institution; or,
2. Will perform services that are temporary in nature, not lasting more than (4) months; and,
3. The duties and responsibilities assigned to this individual do not fall within the specifications of the UTHSA's classified job titles.

C. Appointment Procedures

If it is determined that the individual should be classified as a Temporary Associate, the department should follow these procedures:

1. Submit the sanction check form to the Office of Human Resources prior to hiring the individual. Human Resources will advise the department to proceed to the next step upon clearance of the sanction check.
2. Make the job offer to the individual.
3. Submit the completed W-4 and I-9 forms to Human Resources for the individual. This must be completed and signed within 72 hours of the effective date of hire of the individual.
4. Set up the position funding in the PeopleSoft system by entering the effective hiring date and the salary account. Enter 0's in the percent effort and annual rate fields.
5. Enter the individual in the job data panels in the PeopleSoft system in a Temporary Associate position. If the employee has a prior work record at UTHSA (September 1, 2000 or later), the employee should be entered as a re-hire. If the employee has no work record at UTHSA or worked prior to the September 1, 2000, the employee should be entered as a new hire.

D. Compensation

Temporary Associates are hourly employees whose labor hours are submitted via approved time sheets to the Payroll Services Office and are paid on the next scheduled supplemental payroll. Payments to Temporary Associates result in withholding both federal income tax and social security from the gross amount. Additionally, staff benefits limited to social security matching, workers' compensation insurance (WIC), and unemployment compensation insurance (UCI) are charged. The department charges payments to Temporary Associates to a salary account. Staff benefits will be

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charged to a staff benefits account with the exception of staff benefits for salaries paid from state fund accounts. These staff benefit charges are made to the institutional staff benefits account.

E. Group Insurance

Temporary Associates are not eligible for any University of Texas System health or life insurance benefits, tax sheltered annuities (TSA), or leave entitlements.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
09/2001	Policy Origination		
12/2009	Policy Revision		