Temporary Staffing and Third-Party Employer FAQs

What are third-party employers?

Third-party employers are companies recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own needs.

Purdue University has contracted with two staffing companies to employ temporary staff to fill Purdue temporary staffing needs.

• Olsten Staffing Solutions – Dining, Catering
• Knowledge Services – Clerical, Medical, IT and all industries except Dining & Catering

Do I have to use a third-party employer to request temporary services?

If you need temporary services and have not already identified a candidate, you’ll use a third-party employer.

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For restrictions on temporary staffing, please refer to the Temporary Appointment Standard.

Do I have to use a third-party employer when I have selected a student worker?

No, departments are able to directly hire students. Effective Jan. 1, 2019, there will be a central resource for posting student positions. Please visit purdue.edu/successfactors to learn more about the new hiring tool.

What is the difference between a pay rate and a bill rate?

The pay rate is the compensation received by the temporary staff placement for services rendered.

The bill rate is the amount invoiced to Purdue for the temporary staff. Included in the bill rate are the temporary hours worked, statutory costs (taxes, workers’ compensation), and marketing services if the position was recruited, and employee administrative fee.

I have been notified that I need to transition my temporary staff to a third-party employer. What do I need to do?

• As direct hire temporary staff reach 1,000 hours, Department Managers must separate the direct-hire temporary from Purdue and determine the appropriate action required to comply with the Temporary Appointment Standard. Managers should complete the following reviews.
  1. Is the support still required? Can you allocate the work among current staff? If so, you must only coordinate the separation of the position from SuccessFactors with the assigned Business Office and Human Resource contacts.
2. Is it possible to replace the temporary staff with a student employee? Student employment is less expensive than outside staffing firms are, enhances student experience and supports student affordability objectives through student professional employment.

3. Has the support turned into a regular benefits eligible position? Do you have a budgeted open position available that could be utilized? Coordinate with the assigned Business Office and Human Resources contacts.

4. Transition current temporary staff to appropriate third-party employer. This alternative will increase your expenses. For detailed information on the bill rate (invoice rate), contact the appropriate third party employer and provide the pay (compensation) rate to be provided to the temporary staff for services rendered.

**How do I transition the individual to third-party employment?**

Contact the appropriate third-party employer; they will coordinate the onboarding process with the selected individual. You will complete the request process and notify the selected individual to expect a call or email from the third party employer’s employee relations team.

The individual *cannot* provide services without the third-party employer onboarding process being completed. In the event that work is completed before the onboarding is completed, there will not be a mechanism to pay the individual.

**The temporary employee I would like to place is already working in another temporary position. Can they work multiple positions as a temporary worker?**

Yes, coordinate the start date with the appropriate third-party employer. If the employer appropriate to your position does not employ them, request the employee is on-boarded with the correct employer.

If this is a direct hire temporary who works in another department on campus, you will need to ensure the total hours worked between both departments remain below 1,000 hours.

**My student worker will be graduating soon and will continue in the position after graduating. What do I need to do so they can continue in this position?**

Contact the appropriate third-party employer to acquire the bill rate (invoice rate) to be used to budget for the position. The department will provide the pay rate (compensation rate). If the department decides to proceed with placing the individual, follow the instructions provided by the appropriate industry third-party employer.

**I would like to convert the third-party employed individual to a Purdue full-time benefit-eligible position. How can I do this?**

Coordinate the transition with the third-party employer and the assigned Purdue Human Resources contact.

**What steps do I follow if I have a person interested in working for me as a temporary?**

If this is a pre-identified candidate, please follow the appropriate steps in SuccessFactors by completing the Position Management and Quick Hire processes. Please refer to the [Temporary Appointment Standard](#) and the [Additional Information and Guidelines](#).
How do I transition a Direct Hire Temp to the Employer of Record (EOR) program with Knowledge Services?

For Dining and Catering, contact Olsten Staffing (courtney.kerst@olsten.com, 765-448-4911). For all other areas, contact Knowledge Services.

What do I do to onboard or offboard a person?

Tasks are completed by the Purdue department, the employer and the individual. The below chart identifies the tasks and who is responsible.

<table>
<thead>
<tr>
<th>On-boarding tasks</th>
<th>Purdue Department</th>
<th>Third Party Employer</th>
<th>Temporary Staff Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate background check</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Review of the Employer Handbook</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Complete the Direct Deposit request</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Complete the I-9 process</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Agreement waiving Purdue benefits</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Parking pass acquisition</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Purdue Door Access</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Purdue specific systems</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Purdue job related training</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Provides invoice recipient email address</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Provides time approver email address</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Scheduling can begin after I-9 is completed</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-boarding tasks</th>
<th>Purdue Department</th>
<th>Third Party Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify Employer of the end date</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Notify the temporary staff person of the end date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return of Purdue property</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

How do I report an injury or incident?

If an emergency, call 911.

Follow Purdue’s process to file the First Report of Injury. Copy the employer’s workers’ compensation point of contact’s email address so they receive the report. Do not remove any email addresses pre-populated on the form.

Can overtime go into effect?

Yes, there is an overtime bill rate established with the third-party employers. You will need to coordinate with the third-party employer to determine your temporary staff’s overtime bill rate and with your business office to confirm budget availability.

How much of the overtime should be charged to sponsored projects and to non-sponsored projects when multiple positions are being worked?

Overtime charges and regular effort charges should always be charged at proportionate levels across all of the accounts supporting the compensation.

How do I resolve issues with the third-party employer?
Provide the appropriate Purdue contact with relevant documentation and emails, as they will need the information to review the contract and address the issue.

Dining and Catering temporary services:
Amanda Adams, employee success manager, Purdue Dining and Catering
amandaadams@purdue.edu; (765) 494-2515

Administrative/Clerical, IT, and Medical temporary services:
Roxie Coble, vendor manager, cobler@purdue.edu; (765) 494-5692

When payroll is split over multiple accounts and one of the accounts is a sponsored program account, will the business office be able to determine the amount of overtime that should be charged to these sponsored project and how much to the non-sponsored project?

Overtime charges and regular effort charges should always be charged at proportionate levels across all of the accounts supporting the compensation.