UK College of Nursing

Process to Request a Temp Tech, Teaching Assistant, Research Assistant, Peer Tutor Employee
Updated 3/12/2025

Overview:
The following process is to be followed to request a Temp Tech, Peer Tutor, Research Assistant, Teaching Assistant employee through UK temp-tech employment.

Process

1. The Program/Supervisor requesting a temporary worker shall seek approval from Assistant Dean of Finance and Administration. Once the request is approved, please send an email to the Director of HR with the following information:
   - Job Title
   - Salary
   - If an internal candidate is being considered, contact information for that candidate
   - Work Hours (Full Time or Part Time)/Shift
   - Anticipated start date
   - Anticipated length of assignment
   - Supervisor Name
   - Cost Center
2. Once the email is received, the HR Director will either post the temp tech position for external candidates to apply or forward the link to the predetermined candidate so they can apply for the temp tech position.
3. If there is not a predetermined candidate, a job posting is required. The HR Director will post the position to the UK jobs website. The HR Director will provide login information for the supervisor to allow access for reviewing candidates in IES. It will be the program/supervisor responsibility to choose the employee through a formal interview process.
4. For an externally hired candidate, once the candidate is selected, please send the name to HR Director to begin the onboarding process.
5. If the employee has never worked for the University before, or they have been separated for longer than a year, they must complete the onboarding process with the University. (some exceptions apply) This will include a new employee orientation, background check, drug screen, and I-9 paperwork. Depending on how long it takes the employee to complete these requirements, it could push back the start date. An employee may **not** begin to work until all onboarding requirements are met.
6. The temp-tech employee will report to the supervisor named in the request submitted. The supervisor will be responsible for approving work hours on his/her online time entry system through myuky manager tab.

Resources:
Approving Time in uky.edu