

## **Frequently Asked Questions about Extra Help**

**Q: *What is an Extra Help position?***

A: An Extra Help appointment is a temporary position in which the work is intermittent, casual, or emergent in nature.

**Q: *What is the process to request an Extra Help position?***

A: Please refer to the Extra Help Hiring Guidelines document.

**Q: *Do Extra Help candidates have to test for an Extra Help position?***

A: No, candidates do not have to test for an Extra Help position.

**Q: *Are Extra Help employees subject to a background check?***

A: Yes, an Extra Help employee is subject to the university background check policy. The Extra Help employee may not begin working until the background check results have been received unless a background check exception is submitted and approved.

**Q: *How long is the employee allowed to work in an Extra Help position?***

A: An Extra Help employee is allowed to work for a maximum of 900 hours of actual work in any consecutive 12 calendar months. Upon working 900 hours, an Extra Help employee may not work in any other Extra Help position until after 30 calendar days.

**Q: *Can an Extra Help employee work over 900 hours?***

A: If the department has a critical need to continue working an Extra Help employee past 900 hours, the department must notify HR. The department needs to send an email with a justification for the extension, as well as the planned start and end date of the extension. HR will complete the formal EH Extension Request, then send it to the SUCSS Office for review. The department will be notified by HR if the request was approved or denied by the SUCSS office.

**Q: *Who keeps track of the Extra Help hours worked?***

A: **HR** runs a monthly report to determine how many hours each Extra Help employee has worked. HR will send alerts to the department via email when their Extra Help employee gets close to 900 hours. **However**, departments should also track the hours each of their Extra Help employees have worked, as the hours HR is able to view are only valid as of the previous pay period.

**Q: *Who ends the Extra Help job in HRFE?***

A: The department will end the Extra Help job in HRFE, which will route to Human Resources to be applied. If an Extra Help job is not ended, the department could be **subject to a penalty** under the Affordable Care Act.

**Q: *Can a department hire their current Extra Help employee into a vacant Civil Service or Academic Professional position without following the Civil Service or Academic Professional hiring process?***

A: **No**. Even if a department has identified an Extra Help employee they want to hire in a vacant Civil Service or Academic Professional position, the **Extra Help employee cannot be offered a Civil Service or Academic Professional position without following the Civil Service or Academic Professional application and hiring process**. If the Extra Help employee is interested in a Civil Service or Academic Professional vacancy, they must apply and compete for the position through the Civil Service or Academic Professional hiring process.