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Casual Employment PTR Form

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Data Field Definitions

NAE Demographic Information

Complete all data fields if the person is starting employment for the first time at Lincoln University.

Obtain most demographic information from employment application such as name and address.

Please complete campus address, phone number and email at time of form completion if known. If off campus please indicate location.

Subsequent PTRs can include just name and Datatel Number in demographic fields

Position Information

Position Title will automatically be filled in to "Casual".

Department Name –full name or acronym

Preferred Start Date-tentative start date that will be finalized between HR and applicant

Position Type Code- if full time temporary it would be TEFT; if part time temporary it would be TPTM

FTE Status-depending on hours expected to work in the week, (i.e. 40 hours=1 FTE, 20 hours=.5 FTE)

Job Classification Code- will be automatically filled in to "CA".

Pay Cycle- will be automatically filled in to "MM" Mid Month

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Temporary/Casual Employee Appointment Guidelines

The casual appointment employment process is for employees that will hired for a temporary period of time in a non benefit eligible position. A casual appointment doesn't require a recruitment and selection process that is necessary for a regular position.

All temporary casual appointments will require the department to complete a Personnel Transaction Report Form (PTR) and get administrative authorization. The department will identify a preferred start date on the PTR Form. The PTR Form should have attached to it a completed Lincoln University Employment Application.

When the approved PTR is received by the Human Resource Office, a Human Resource Office staff person will contact the prospective employee to establish an official employment start date. If the official start date is different than the preferred start date, the department will be notified of when the employee is expected to start. The prospective employee will be asked to visit the Human Resource Office on the first day of employment prior to going to the department.

At the time of visiting the Human Resource Office, the prospective employee will complete an I-9 Employment Authorization to Work Form for E-Verify purposes, an Employee Data Form, and tax forms. A social security number will be required for employment.

Casual appointments can be any length of employment period within a fiscal year, but all casuals have to be terminated June 30th of each year. The casual may be renewed as of July 1st of a year with proper PTR process and approval.

All casual staff appointments will be compensated on an hourly wage basis consistent with the position's responsibilities and position equity. In the determination of a fair and reasonable hourly wage, consideration can be given to the premise that temporary appointments are not entitled to benefits. Therefore, an hourly wage that equates with work function, skill demonstration and lack of benefits can be established that will provide incentive for a temporary employee. Causal employees will be paid on the mid month payroll and will need to have a timesheet submitted at the end of each preceding month to the Payroll Office. ***http://www.lincolnu.edu/files/controller/lupayrolltimesheet%20monthly.xls***

Casual appointments are not entitled to benefits of paid leave, holiday pay, health insurance, life insurance, long term disability or retirement.

Casual appointments do qualify for worker's compensation while employed.

The department will determine the issuance of all keys, equipment, uniforms, or purchase cards to a casual employee.

The department will be responsible for the exiting of a casual employee, including notification to Human Resources, Payroll and ERP/OIT by the email notification link on the HR Webpage on

or before the termination date. The department must also make sure all items issued are returned before the casual employee leaves.

Supplemental Casual Appointment

Employees that are already employed by the University are considered Supplemental Casual Employees. The pay cycle will be determined by the employees' current pay cycle.

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