



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: AUTHORIZATION TO PROCURE TEMPORARY AGENCY EMPLOYEES	Code: CC0507
--	--------------

Policy Reference: N/A

A. Regulations

1. Use of temporary agency employees must be covered by contracts awarded through MATC procedure BB0800 Nonconstruction Procurements.
2. The Business Office and Department Budget Manager will be responsible for monitoring the use of temporary help funds.
3. Human Resources will be responsible for placing orders with temporary help agencies.
4. Authorization to procure temporary help will be considered under the following conditions:
 - a. As replacements for employees on approved leave of absence,
 - b. As additional help for special projects or events,
 - c. As substitutes while a vacancy is being filled but not to exceed two months, and
 - d. When emergency or extenuating circumstances would justify.
5. Use of temporary agency help will not be approved as vacation replacement or as replacements for positions which have been eliminated from the budget.
6. Agency invoices for services are to be mailed to Accounts Payable which will then follow Accounts Payable procedures for approval and payment. Accounts payable will forward invoice to the hiring department to ensure accuracy. Only those invoices covered by authorized requests will be approved.

B. Procedure

1. Department Manager will make the request with their assigned Talent Acquisition Partner
2. Department budget manager will create a request for a purchase order in Ellucian system. Once approved, the PO number will be provided to



Title: AUTHORIZATION TO PROCURE TEMPORARY AGENCY EMPLOYEES	Code: CC0507
--	--------------

agency for payment forwarding.

3. Human Resources will then place the order with the appropriate temporary agency delineating the authorized terms of the assignment.

Office of Responsibility: Human Resources Department
Last Reviewed: Mar-2022