

College HR Process: Exception to Approved Employment Dates for Temporary and Student Workers	
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Contact: College HR Consultant	Last Updated: 8/9/2023
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Description:

An exception to approved employment dates for temporary employees and hourly student workers should be submitted in the very rare circumstance that an employee was allowed to begin work prior to having an approved job action in the HR system or continued to work after the job ended. When this happens, CHASS is in jeopardy of violating state and/or federal rules and regulations related to I9 and background check compliance and it also causes a major delay in payment to the employee. Allowing an employee to work outside of their approved start and end dates could subject the department to fines, penalties and other grievances.

Process:

Upon discovering the issue, the Department Head or Unit Leader should complete the Exception to Approved Employment Dates form. The BSC/BO will then submit a Personnel Request to hire the student, attaching the Exception to Approved Employment Dates form and timesheet. The employee should be instructed to stop working until they have approval to do so.

The HR Consultant will work with the Assistant Dean for HR and the Dean to gain approval. If approved, CHASS HR will then work with University HR to enter the backdated hire and timesheet directly into the HR system.