

Temporary Staffing

Departments have two options for filling positions lasting six months or less:

1. Recruit for temporary position through the normal SLU hiring process
2. Use a preferred staffing agency

Option #1: Standard Hiring Procedure (jobs.slu.edu)

- **Request a temporary position** number through the position number request process
 - E-Class Code will be 51-Temporary Hourly Web
- Complete a requisition in **PeopleAdmin** and indicate temporary in job status
- Position will be posted
- Work with HR Recruiter to identify finalist for position
- Once candidate is selected and passes background check/drug screening, submit EPAF and standard payroll forms to HR.

Option #2: Preferred Staffing Vendors

- Contact one of the preferred staffing agencies listed below.
 - *Agencies are responsible for ensuring candidates pass a **criminal background check** and **9 panel drug screen** prior to providing services to the University.*
 - *Positions involving patient care or private medical records require additional verification with the Office of Inspector General and the Employee Disqualification List.*
- If the cost per candidate is \$5,000 or more, you must obtain bids from at least three of the listed preferred vendors to ensure competitive pricing.
- After identifying the vendor and candidate, submit a purchase requisition for the cost.
- These positions should last no longer than 6 months.
- Email, Banner and Parking
 - **Obtain temporary email and Banner ID: (1) Go to MySLU; (2) Tools; (3) IT Service Request; (4) Request Guest User Account.**
 - **To issue parking pass and picture ID, Parking and Card Services needs Banner ID and letter from hiring department with employee name, staffing agency (if any) and length of service. (Temporary staff must pay for parking).**
- For more information, please contact your HR Recruiter or HR Consultant.

Agencies and Contacts

Robert Half Office Team 211 N. Broadway, Ste. 1250 St Louis, 63102	(314) 621- 8888	Ahley Miller ashleymiller@officeteam.com	000322913
B. Loehr 9666 Olive, Ste. 22	(314) 567- 6500	Chris Bittick	000323952

St Louis, 63132		cbittick@blstaffing.com	
Professional Employment Group 999 Executive Parkway Dr., Ste. 100 St Louis, 63141	(314) 590- 4100	Emily Martin emartin@pegstaff.com	000445196
Adecco USA 10 S. Broadway, Ste. 425 St Louis, 63102	314) 421-3858	Amie Poole Amie.poole@adeccona.com	000307409