

Direct Wage Hiring

STAFFING

Direct Wage NOEs

- ▶ A Direct Wage NOE must be received at HR BEFORE applicant/employee begins to work.
- ▶ Supervisors are responsible to ensure funds are available– Contact Elida Rangel at BO 872-4641.
- ▶ The maximum number of hours eligible to be worked is 19 – HR Reviews for ACA compliance.
- ▶ DW employees may be allowed to work up to 29 hours for 4 ½ months with a supporting memo signed by the Financial Manager with justification.
- ▶ Human Resources must receive a resignation notice if DW employee is NOT completing their assignment.
- ▶ Review job title – Check with Staffing to ensure they are approved.

Direct Wage Hiring Process

- ▶ **New Hire**

- ▶ DW NOE, complete application, and 3 professional references checks are required.

- ▶ **Continuing DW NOE hires:**

- ▶ If current or former employee (less than 6 months) then they are considered continuing. If termed, Staffing will check rehire status always.
- ▶ If it is the same department (different campus is OK), then the DW NOE is considered a continuing NOE.

- ▶ **Continuing DW NOE hires continued:**

- ▶ If DW employee is hired for a different department, a complete application is needed to be submitted with the Direct Wage NOE. Employee will need to clear in HR for the new assignment.
- ▶ Orientation is not needed.

Direct wage Employees Continued

▶ Returning DW NOE hires (same dept.):

- ▶ If current or former employee (more than 6 months): HR Staffing will rehire status.
- ▶ DW NOE is needed.
- ▶ DW employee will need to clear in HR for assignment and be set up on Time Force.

▶ Returning DW NOE hires (new dept.):

- ▶ If current or former employee (more than 6 months): HR Staffing will check rehire status.
- ▶ DW NOE and complete application is required.
- ▶ DW employee will need to clear in HR for assignment and be set up on Time Force.

▶ Returning DW NOE hires:

- ▶ Treat as New Hire, follow new hire process.
- ▶ If current or former employee (more than 12 months) HR Staffing will check rehire status.
- ▶ DW NOE, Complete Application, and 3 Professional References are required.
- ▶ New hire orientation is needed again when 12 months have passed since the last assignment.

Direct Wage (Full Time)

- ▶ Follow the Direct Wage hiring process for new, returning, and continuing employees.
- ▶ Memo signed by the Financial Manager with justification of hours is required.
- ▶ 4 ½ time limit for hours total exceeding 19 hours per week.
 - ▶ * To comply with TRS regulations, in order for a direct wage employee to work more than 19 hours per week up to 4.5 months, the position title and duties must be equivalent to that of an established full-time position title **AND** the department must show documentation that a vacancy within the department is in process to be filled. (Refer to section 3.0 and 3.2 for the hiring process for budgeted/unbudgeted positions.)
- ▶ Transitions – If a Full Time Direct Wage NOE is submitted for current DW employee with the same job title, then only the Direct Wage NOE and Memo will be required.
- ▶ If continuing as a Full Time Direct Wage employee, a new NOE and Memo will be required.

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