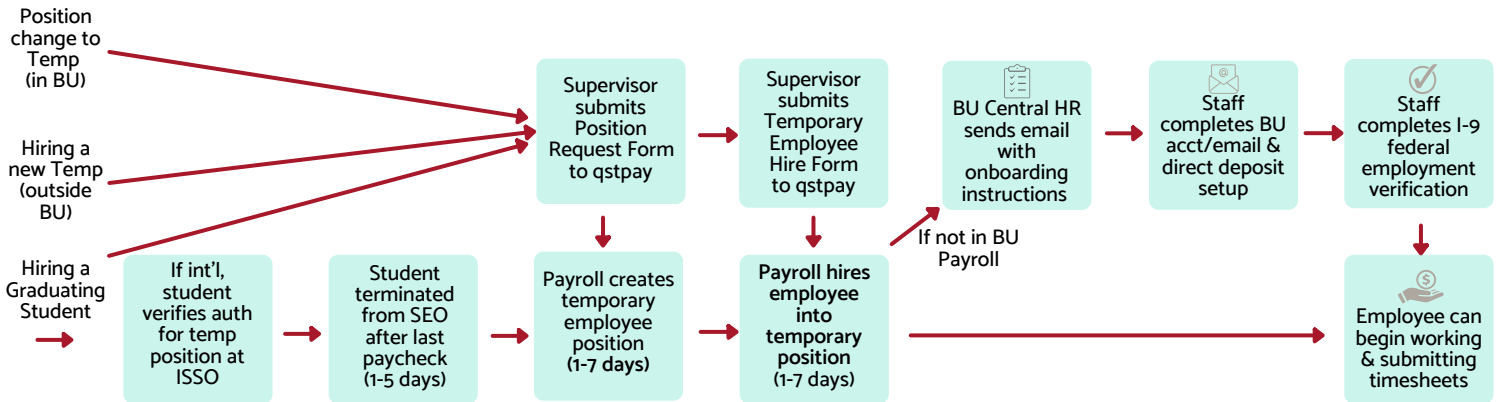


# TEMPORARY EMPLOYEES

**WORKFLOW & TIMELINE** It can take anywhere from 1-3 weeks to process a temporary employee for hire in the BU payroll system. Involve Questrom Payroll (qstpay@bu.edu) early in the process.



## Temp Employment Contacts

SEND ALL TEMP PAYROLL FORMS TO:

[Questrom Payroll - qstpay@bu.edu](mailto:qstpay@bu.edu)

**Payroll Administrator:**

[Aprille O'Neill - aprilleo@bu.edu](mailto:aprilleo@bu.edu)

**Finance Administrator:**

[James Kent - jkent@bu.edu](mailto:jkent@bu.edu)

**Department Administrators:**

[Jesse Swift - jbswift@bu.edu](mailto:jbswift@bu.edu)

[Nasiba Rexiati - nrexiati@bu.edu](mailto:nrexiati@bu.edu)

**BU HR Onboarding:**

[onboard@bu.edu](mailto:onboard@bu.edu)

### QUICK LINKS:



[Questrom Administrators Toolkit](#)

↳ [Position Request Form](#)

↳ [Temporary Employee New Hire Form](#)



[Temporary Employee Onboarding](#)



[Temporary Employee - HR & Benefits](#)

## IMPORTANT NOTES

- Temporary Employees are **limited to a 9-month** employment term.
- These employees are generally hourly staff and submit timesheets for payment. Work with payroll if the employee should receive a salary instead.
- Temporary staff budgets include a **fringe rate** on top of their base salary or hourly wages (payroll will let you know the %).
- If the temp is being hired for a role generally fulfilled by a student employee (i.e., TA/RA), the supervisor must submit a justification of why they cannot hire a student instead.
- If the temp is a current student worker that is graduating, they will need to be terminated from student payroll prior to being rehired as a temp. After graduation, they **SHOULD NOT** continue working until their position change is complete.