Frequently Asked Questions for SPA Temporary Employment

1. Q: When we enter the name and Banner ID of our Web Time Entry Proxy, does it automatically populate Self Service Banner (SSB)?
   A: No, If you haven’t already done so, you will have to log into SSB and establish your Proxy. Indication of a proxy on the Aggie Mart form does not automatically populate SSB however it should be consistent with whom you have identified in SSB.

2. Q: Can a temporary employee begin work on the “desired starting date” that is indicated on the form?
   A: Temporary employees cannot begin working until after the onboarding process including completion of orientation with Division of Human Resources (DHR) has been completed.

3. Q: Will the approvers within Aggie Mart remain the same?
   A: Yes, the approval workflow will remain the same with the exception of DHR being added.

4. Q: Can I use this process for Student Employment?
   A: Not at this time.

5. Q: Do I still need to have the candidate complete a criminal background check?
   A: Yes, all new employees must submit a Criminal Background Check.

6. Q: Do I need to have the recommendation approved in my department?
   A: Yes, The hiring manager should obtain preauthorization from the appropriate administrators in his/her department (i.e. Vice Chancellor, Provost, Dean, Chair, Program Director, etc.) to initiate a request to extend a SPA temporary employee. The Division of Human Resources does not manage or oversee the compliance of this action prior to submission of the request through Aggie Mart. The hiring manager must follow the outlined approval procedures established within the department and may utilize the Interdepartmental Transmittal Form Template to
acquire department approval.

7. Q: Does this make the process to hire a temp faster?
   A: Yes, it is expected to reduce the approval process time by eliminating time expensed with inter-office campus mail to multiple departments.

8. Q: Can I print the “Recommendation for SPA Temporary Employment” form in Aggie Mart?
   A: Yes, by clicking on the print icon in the upper right hand corner of the form.

9. Q: Is Aggie Mart system training required?
   A: Yes, you must have completed Aggie Mart Training in order to access the system. For training dates please visit: https://aggies.gosignmeup.com/

10. Q: Do I need Banner Finance Training?
    A: Yes, Banner Finance Training is a prerequisite for Aggie Mart training.

11. Q: To hire or extend a temporary assignment, am I still required to have approval from the VC or Provost and does DHR require a copy?
    A: The hiring manager should obtain preauthorization from the appropriate administrators in his/her department (i.e. Vice Chancellor, Provost, Dean, Chair, Program Director, etc.) to initiate a request to extend a SPA temporary employee. The Division of Human Resources does not manage or oversee the compliance of this action prior to submission of the request through Aggie Mart. The hiring manager must follow the outlined approval procedures established within the department and may utilize the Interdepartmental Transmittal Form template to acquire department approval.

12. Q: Do I need to complete the “Recommendation for Temporary Employment” form when I transition a temp to Jennifer Temps?
    A: No, you will not use this form however, you will need to submit a normal requisition within Aggie Mart as the current business process dictates for goods and services.

13. Q: How will I know when my recommendation has been approved?
    A: You will receive an email stating your recommendation has been approved.

14. Q: Can the requester approve the recommendation in the system?
    A: No, you cannot submit a request and approve it.
15. Q: How long are requisitions stored in the system?  
   A: Indefinitely.

16. Q: Can I continue to use the paper recommendation form?  
   A: No paper recommendation form will be accepted after July 31st, 2013.

17. Q: What is a Re-Hire?  
   A: Reemployment of a temporary employee that has been removed from NCAT’s payroll for (30) days or more.

18. Q: Do we need to attach supporting documents to electronic request in Aggie Mart?  
   A: No, it is not a requirement to attach documents

19. Q: Must I use the Interdepartmental Transmittal Form Template?  
   A: No, you are not required to use this form. It is placed on the DHR’s website for your convenience if you choose to utilize it to track your preauthorization for hiring/extension of a temporary employee’s assignment.