

Talent Tip

Human Capital Services
Talent Acquisition

April 13, 2021

Temporary Appointments

At K-State, we have two types of temporary appointments – unclassified and USS. It is important to select the appropriate temporary appointment type based on the department's needs when setting up a recruitment. The below information covers the distinctions between the two temporary appointment types. Also, keep in mind that all temporary appointments require an offer letter. If you have questions about which appointment type to select, please contact your Talent Acquisition Strategic Partner.

Unclassified Temporary - Unclassified temporary appointments are those that are either (1) .50 FTE or greater for less than 90 days **OR** (2) .49 FTE or less for a period of one year or less. A temporary employee must be hired to a temporary, non-budgeted position on a short-term basis. (**REMINDER: HRIS will remove the applicant from the system at 90 days when in a 0.50 FTE or greater.**) For a breakdown of the hours and additional information, please visit: [PPM 4650, Section .050](#)

Unclassified				
Unclassified Temporary	Less than 90 days; or longer than 90 days at an FTE of less than .5	Temporary position (non-budgeted)	Must have an Appointment End Date	No benefits

USS Temporary - A temporary university support staff appointment is limited to working 999 hours in a year beginning from the date of the initial temporary appointment and ending the following year on that date. A temporary appointment may be for a shorter period as determined by the department; however, it cannot exceed one year in length. All time worked, including overtime, will count toward the 999 hours. Once the 999 hours limit is reached, the employee may not be rehired until the one-year anniversary date. For additional information, please visit: [PPM 4460, Section .040](#)

University Support Staff (USS)				
USS Temporary	Limited to 999 hours in a year; any FTE	Temporary position (non-budgeted)	Must have an Appointment End Date	No benefits

Below is what needs to be selected in the Position Details section of the requisition to designate a temporary appointment.

Employee Type:	SELECT Unclassified or University Support Staff
Appointment Type:*	SELECT Admin/Service Temp or USS Temp or Faculty Temp
If position is temporary, please specify the length of the temporary assignment:	Enter dates of the assignment
Contract Type:*	Non-Applicable (USS, Limited Term USS, Position is less than .5 FTE, temp... ▾
FLSA Status:	Non-Exempt ▾
Position Type (as displayed on the careers site):	SELECT Temporary Full-Time or Temporary Part-Time