

Q: What is the purpose of an hourly employee?

A: The purpose of an hourly employee is to fill a temporary need in a department. If you feel that

A: In this situation, contact Human Resources for clarification. In many cases, Rowan retirees may return as hourly workers provided certain criteria are met and additional paperwork is submitted.

[Q: What can I pay for an hourly assignment?](#)

A: Hourly rate guidance is posted on the Part-Time Hourly webpage on the HR website. In no cases may any hourly assignment be paid less than minimum wage. You may also contact Human Resources for questions regarding hourly rates.

[Q: How do I change existing hourly assignments?](#)

A: For change requests including weekly hours changes and hourly rate changes, you must submit a Part-Time Temporary Hourly Request form through Self-Service Banner. You will choose from these three fields upon submission:

For an update in weekly hours, choose Initial Assignment. To request a rate change, choose Rate Update.

[Q: Can I hire a Rowan University student for an hourly assignment?](#)

A: If you wish to hire a current Rowan University student, even on a summertime basis, you must process this as a student work assignment. You cannot process such a transaction as an hourly assignment. However, please note that Rowan Choice students are not Rowan University students and therefore must be processed as hourly workers.

[Q: Can I hire a previous student worker who has graduated or is otherwise no longer a Rowan University student?](#)

A: Yes; however, this scenario must be processed as a new hire, requiring a completed new hire packet, I-9 (if necessary), and completed background report.

[Q: Can HR help me identify the fund, organization, or Web Time Entry designations for this position?](#)

A: It is the sole responsibility of the EPAF submitter to correctly enter FOPAL and web time entry information when requesting an hourly assignment.

[Q: Who / y](#)

A: Please submit a Part-Time Temporary Hourly Request form through Self-Service Banner and chose the "Termination" option.