

## LTE HIRING PROCESS

### I. GENERAL INFORMATION

**Students are not eligible for Limited Term Employment.**

**If an LTE enrolls as a full-time student, the LTE assignment will be terminated.**

**Additionally, in most instances the LTE applicant must be a Wisconsin resident.**

LTE's shall not exceed 1043 hours of employment in any one position. The duration of an appointment can be up to 26 consecutive biweekly payroll periods.

No LTE will serve in two (2) appointments simultaneously in the same department, same supervisor, same building, or same classification.

LTE hourly rate is set at or below the minimum of the FTE hourly rate for that classification. Departments are advised to contact HR&D if they need assistance in determining the LTE hourly rate of pay.

### II. INITIAL LTE PROCESS

1. Immediate Supervisor will submit the completed LTE Request Form, with all appropriate signatures, and a complete position description to HR&D.  
<http://www.uww.edu/adminaffairs/hr/forms/RecruitmentForm.pdf>
2. HR&D will review the LTE Request Form for appropriate organization codes, fringe benefits and signatures.
3. HR&D will review LTE applications on file and will furnish suitable employment applications to department. LTE application is available at  
<http://www.uww.edu/employment/jobs/LTEApplication.pdf>.
4. The hiring department will contact the applicant to confirm WI residency and schedule an interview. Once an LTE candidate has been chosen for the position, the department will advise HR&D of their selection and start date by email ([hr@uww.edu](mailto:hr@uww.edu)) or phone, #1024.
5. Prior to the first day of work, the LTE is sent to HR&D to complete the hiring paperwork. **The LTE is required to complete the background check form and be approved before starting work:**  
<http://www.uww.edu/adminaffairs/hr/background/backgroundcheckformclassifiedgeneral.pdf> Remind the LTE to bring proper documentation to complete their direct deposit and I-9 (i.e., Passport or Driver's License and Social Security Card). At that time they will sign the Certification Form and receive LTE Orientation. The hiring department should submit the UW-Whitewater Access Request and Authorization Form to the Help Desk.  
<http://www.uww.edu/adminaffairs/hr/forms/AccessForm.doc>

### III. LTE – TERMINATIONS

Immediate supervisor will submit the completed LTE Evaluation/Termination form to HR&D.  
<http://www.uww.edu/adminaffairs/hr/forms/LTEevaluation-termination.pdf>

#### **IV. LTE TRACKING**

HR&D will monitor LTE employment. HR&D will contact the department to advise them when an assignment is approaching completion (nearing 1043 hours or anniversary/end date whichever comes first).

**IMPORTANT: No LTE will start employment until all required documents have been completed.**

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