

UVA Temp Handbook

Dress

UVA Temp employees are expected to wear business casual attire. Once you have been assigned, dress should conform to departmental standards. This will be discussed during your Orientation.

Attendance

It is important for you to be prompt and adhere to your assigned work schedule. If you are not able to report to work on time or if you will be late, please contact and inform your supervisor as soon as possible.

Work Performance

Discuss performance expectations with your supervisor at the beginning of your assignment. This way, you will have a clear understanding of what is expected of you. Please remember that your performance as a temporary employee will be taken into consideration if you apply for future temporary or regular employment opportunities.

Supervision

UVA Temps will provide you with an overview of your temporary duties and familiarize you to the various University, State and Federal policies. Your on-site supervisor will give you more specific information about your role, the department, break and lunch times, and attendance/tardiness policies. They will also verify your work hours each time your timecard is submitted.

Reporting Work Hours and Getting Paid

All UVA Temp workers will use Self-Service Time and Leave (SSTL) to record their time and leave through Employee Self-Service (view [on-line employee demo](#)). University of Virginia Temporary employees are paid on a bi-weekly basis (every other Friday). Each pay period will begin on Monday and end at midnight on Sunday. The [pay-period calendar](#) is available online.

Direct Deposit

Direct paycheck deposit into your bank account provides fast and convenient payment and is mandatory for all University employees. Direct deposit ensures that employees' paychecks are in their bank account on payday even if they are sick or on vacation. Some banks may offer this service to employees even if they do not have bank accounts.

Wage Employment Policy

The Commonwealth of Virginia limits the maximum number of hours that wage employees are permitted to work to 29 hours weekly or 1500 hours annually from October 1 to September 30. If an employee holds multiple positions at the University, the 1500 hour limit applies to the time worked in total for all positions.

Temporary and wage employees are “at-will” and do not serve a probationary period. “At-will” means that employment can be terminated with or without cause by the employee or the employer.

Benefits

Temporary and wage employees do not receive healthcare, retirement or leave benefits and are not covered by the provision of the Virginia Personnel Act.

Beginning Jan. 1, 2014, employers with 50 or more employees are required to provide health benefits to all employees who work an average of 30 or more hours per week. In addition, the Commonwealth of Virginia now limits the maximum number of hours that wage employees are permitted to work to 29 hours weekly or 1500 hours annually.

Temporary and wage employees are eligible to participate in the tax deferred savings plans (TDSP), an optional retirement savings program that allow employees to tax-defer income and invest for the future. The plans are available through TIAA/CREF and Fidelity Investments, and are open to all employees who can contribute the monthly minimum of \$20.

When Your Assignment Ends

When your assignment ends you are welcome to contact UVA Temps to discuss future job openings.

Interview Tips

The interview is one of the most important steps in the hiring process. In order to help ensure your success, UVA Temps has compiled a list of suggestions for making the right impression.

Do Your Research

If you are interviewing for a specific department or project, take some time to look up information about their focus. This will show the interviewer(s) that you are interested and self-motivated. It is far better to provide informed answers than to say you know nothing about them.

Consider Your Professional Plan

Interviewers commonly ask applicants where they see themselves in five or ten years. While you may not have it all figured out, it’s a good idea to think of an appropriate response well in advance in order to avoid looking indifferent or indecisive.

Practice Makes Perfect

It might sound silly but you may find it helpful to practice answering questions with someone. It helps you identify areas where you might need a little more polish and will help make your responses sound more natural.

Be on Time

Never be late for an interview unless it is for an extremely good reason. Leave in enough time to be there early – never plan to make it “just in time” since, if the unexpected arises, you will be late. Plan to arrive at least 10 minutes early.

Dress Appropriately

Unless instructed otherwise, please assume that “business casual” is the appropriate attire for your interview and your first day at work.

Be Kind to Receptionists

The reception area is the first place where you will be making an impression, therefore, it is important to treat everyone with respect. More often than not, communication travels quickly within the work environment, therefore, whatever you may say or do at the front desk will probably become public knowledge.

Ask Questions

So many interviewees think that they are going to seem annoying to prospective employers if they ask questions but the opposite is usually true. You want to appear interested and enthusiastic about your potential workplace.

Keep Stories Short

Everyone has stories to share but please be selective about the ones you choose during your interview. Stay on topic and make sure that you are sharing an experience that directly relates to both the question and the job for which you’ve applied.

Hide Your Phone

Unless there is a major emergency unfolding, put your phone on silent and tuck it away until after your interview is over. In fact, avoid checking it while you are sitting in the waiting area. You want to be focused on doing your best in the interview.