



UC San Diego

Policy & Procedure Manual

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PURCHASING

Section: 523-10.3

Effective: 01/11/1982

Supersedes: 09/20/1976

Review Date: TBD

Issuance Date: 01/11/1982

Issuing Office: [Procurement & Contracts](#)

TEMPORARY PERSONNEL FROM OUTSIDE AGENCIES

I. REFERENCES

- A. Current University of California Supply Agreement covering temporary help services.
- B. Policy and Procedure Manual/Staff Personnel Manual (PPM/SPM)
 - [250](#) Personnel-Staff
 - 250-6 Student Employment under Staff Titles
- C. University Hospital Instruction Manual (HU)
 - HU 703.1C Centralized Purchasing
 - HU 785.1B Administrative Procedures for Temporary Outside Agency Employees Procured by the Personnel Office.

II. POLICY

A University of California supply agreement is continuously in force for the furnishing of temporary help services to UCSD and its environs by outside agencies. The name of the current contractor and the specific job classifications available under contract are listed on *Supplement I*. These particular classifications are exclusive with UCSD's contract temporary employment agency source. Departments may not use any other outside agency to acquire services for these classifications without the express approval of the Purchasing Division.

III. PROCEDURE

A. Time Limitation for Employment of Temporary Personnel

1. 60 Calendar Days or Less

Requests for the purchase of temporary employment services for periods of *60 calendar days or less* should first be telephoned to Student Employment/Student Financial Services, Ext. 4472. If the services cannot be

provided by student corps employees, Student Financial Services will notify the requesting department immediately.

2. More than 60 Calendar Days or Extensions

Requests for the purchase of temporary employment services for periods in excess of *60 calendar days*, or to *extend* services initially anticipated to be required for 60 calendar days or less, must be coordinated with the Staff Personnel Management Office. If the Staff Personnel Management Office, in consultation with the requesting department, determines the temporary need could and should be met by hiring a former employee on preferential rehire status, or if it would be more appropriate to recruit for the position, the department should take action accordingly. If this is not the case, the Staff Personnel Management Office will advise the requesting department of its approval to hire a temporary employee beyond sixty (60) calendar days.

B. Chronological Steps Necessary to Employ Temporary Personnel

1. The requesting department calls Student Employment / Student Financial Services Office, Ext. 4472, to determine if the need can be filled by a student corps temporary employee.
2. If a student is not available, the requesting department calls the Purchasing Division, Ext. 3091, to request a purchase order number (specific purchase orders only; that is, no "blanket" purchase orders). If employment is beyond sixty (60) calendar days, the requesting department shall relay Staff Personnel Management Office approval to Purchasing.
3. The Purchasing Division provides the requesting department with a purchase order number and answers any questions; such as, the correct way to complete the *Purchase Requisition*. (Contact campus Ext. 3091 for purchase order number and Ext. 3082 for other information.)
4. Requesting department telephones the outside temporary employment agency, discusses the type of duties the person is expected to perform, any special qualifications required, duration of work, number of hours per day, department contact, etc. When an agreement is reached, the agency is given the specific purchase order number assigned by the Purchasing Division.
5. Requesting department immediately prepares a Purchase Requisition, Exhibit A, and sends it to the Purchasing Division indicating the name of the person to perform the services, exact classification, the exact hourly rate, and the estimated number of hours to be worked.

If the temporary employment period exceeds sixty (60) calendar days, annotate *Purchase Requisition* (or *Purchase Order Change Request*, if an extension of time to an existing purchase order) with the name of the person in the Staff Personnel Management Office granting approval and the date approval was granted.

6. The Purchasing Division receives and processes the department's *Purchase Requisition* in the usual manner. Time is of the essence since the temporary outside employment agency submits invoices weekly and the Accounting Office cannot process the billing without issuance of a *Purchase Order*.
7. The temporary employee reports directly to the department with an agency time slip. The department indicates the hours worked and signs the slip when work is completed or at established billing periods, keeping one copy of time slip and giving the employee the other copy. The department immediately notifies the temporary outside employment agency if their employee is not satisfactory. If Purchasing assistance is required, call the Purchasing Division, Ext. 3082.
8. Accounting Office receives the billing and processes it for payment in the usual manner. Discount periods are normally short term for the temporary help industry.

IV. RESPONSIBILITIES

A. Purchasing Division

1. Provides contract administration services as necessary to ensure good performance by the temporary outside employment agency.
2. Acts as liaison with the agency in all matters concerning the permanent employment of an agency temporary employee.

B. Department Receiving Temporary Services

1. Obtains clearance required under time limitations.
2. Submits *Purchase Requisition* in timely manner.
3. Reviews, approves and returns invoices to the Accounting Office as soon as possible.

C. Accounting Office

1. Processes and pays invoices received.



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Section: 523-10.3 EXHIBIT A

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EXHIBIT A

<input checked="" type="checkbox"/> POR		<input type="checkbox"/> SUB-ORDER		<input type="checkbox"/> LVPO		SUGGESTED VENDOR		
REQUISITION DATE 7/15/82		REQUISITION NUMBER D 14055		ORDER IS NOT VALID IF TOTAL COST EXCEEDS \$100 (EXCLUDING SALES TAX AND FREIGHT)		Remedy Temporary Services 7740 Clairemont Mesa Blvd. San Diego, CA 92111		
DEPARTMENT Environmental Engineering		MAIL CODE Z-009		DEPARTMENT PHONE 9452		BUYER		
DATE NEEDED See Below		COST NOT TO EXCEED (OPTIONAL)		SEND P.O. COPY TO J. Doe Z-009		ACC. NO. 6 XXXXXX		
DEPARTMENT AUTHORIZED SIGNATURE Jane Doe		DATE		GRANT CONTROL NUMBER		FUND 19900		
TYPE PRINT SIGNATURE		PHONE NO. 9452		TAX (CHECK ONE) <input type="radio"/> TAXABLE <input type="radio"/> NON-TAXABLE		ORDER NUMBER XXXXXX		
UNIVERSITY OF CALIFORNIA, SAN DIEGO PURCHASE REQUISITION				UNIVERSITY OF CALIFORNIA, SAN DIEGO RECEIVING DEPARTMENT 3175 MIRAMAR ROAD, BLDG. 509 LA JOLLA, CALIFORNIA 92093				
VENDOR NAME AND ADDRESS:				VENDOR ORDER NUMBER IS TEN CHARACTERS AND MUST APPEAR ON ALL INVOICES PACKING SLIPS PACKAGES AND RELATED CORRESPONDENCE				
VENDOR NO.				ATTN: REQUESTOR BLDG. ROOM PHONE NO.				
PRICE BY				OTHER Services to be performed at: Dept. of Environmental Engineering Room 1092, Bldg. 2A				
FOB				ATTN: Jane Doe 1092/2A 452-9452				
SHIP BY				REQUESTOR (IN DL, 9452M) PHONE NO.				
TERMS				CONFIRMING DATE				
INV. OBJ. CODE	ITEM NO.	QUANTITY UNITS	DESCRIPTION				UNIT PRICE	TOTAL PRICE
	40 Hours		Furnish temporary help services of Susan Smith, Executive Secretary, during the period 7/19/82 to 7/23/82, inclusive.					
DELIVERY DATE:							TAX TOTAL	
DIRECT ALL QUESTIONS RELATING TO THIS ORDER TO THE PURCHASING DEPARTMENT, Q 026 THE UNIVERSITY OF CALIFORNIA, SAN DIEGO LA JOLLA, CALIFORNIA 92093							TELEPHONE ()	
PURCHASING OFFICE INSTRUCTIONS		ACTION CODE		INQUIRIES TO				
SPECIAL CLAUSES		ACKNOWLEDGE		PLEASE ITEMIZE ALL CHARGES SHOW CALIFORNIA SALES TAX PERMIT NUMBER WHEN BILLING CALIFORNIA TAX. MAIL INVOICE IN TRIPLICATE TO THE UNIVERSITY OF CALIFORNIA, SAN DIEGO ACCOUNTING OFFICE (Q-027) LA JOLLA, CALIFORNIA 92093				
ATTACHED APPENDICES		EXPEDITING CODE		BILL TO				
RETENTION PERIOD FO-2135		FEDERAL FUNDS 10 yrs OTHER FUNDS 5 yrs		APPROVAL (TYPE PRINT)				
				AUTHORIZED SIGNATURE				
							CENTRAL PURCHASING OFFICE (Q-026)	



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SUPPLEMENT I

PRIMARY SOURCE

AGENCY:	Olsten Temporary Services
OFFICE TO CONTACT:	Olsten Temporary Services
(Campus, Kearny Annex, & Medical Center)	5375 Kearny Villa Road, Suite 117 San Diego, CA 92123-1446 (619) 268-4444

BILLING RATES FOR TEMPORARY PERSONNEL AGENCIES UNDER SERVICE AGREEMENT TO UCSD COMMENCING APPROXIMATELY JANUARY 1, 1987

	Straight Time	Over Time
CATEGORY I – CLERKS		
Accounting Clerk	\$6.15	\$7.69
Senior Accounting Clerk	7.20	9.00
General Clerk	5.45	6.81
Senior Clerk Typist	7.20	9.00
Mail Clerk	5.45	6.81
Receiving Clerk/Asst. Storekeeper	5.80	7.25
CATEGORY II – SECRETARIES		
Secretary	7.55	9.44
Executive Secretary	\$8.60	\$10.75
Executive Secretary w/Word-Processing Skills	9.65	12.06
Executive Medical Secretary	8.95	11.19
Technical Secretary/Medical Transcription	7.90	9.88
CATEGORY III – ELECTRONIC DATA ENTRY		
Data Entry	\$7.55	\$9.44
Word Processing Typist	9.31	11.64
CATEGORY IV – LIGHT INDUSTRIAL		
Custodian	\$5.80	\$7.25
General Laborer	5.24	6.55
Mover	6.15	7.69
Food Service Worker	5.45	6.81
Groundskeeper	5.80	7.25
CATEGORY V – TECHNICAL		
Senior Electronics Technician	\$9.31	\$11.64