Is the requested work and the associated pay consistent with the employee's bargaining unit at the home institution?

• Faculty requested for release to perform work for another institution on a limited or short term basis
  - Create Shared Employee Agreement in partnership with Campus HR/Business Office per local business process
  - Shared Employee Agreement form is signed by both Institutions
  - Employee commences work per the agreement
  - Signed agreement is provided to Campus HR Office, Business Office, etc per campus policy or procedure
  - Assignment is entered at the employee’s home institution
  - Bill Temporary Campus
  - Assignment Payment is Processed

• Faculty requested to speak at another institution on a one time basis at an individual event or a multi part series
  - Create Shared Employee Agreement in partnership with Campus HR/Business Office per local business process
  - Shared Employee Agreement form is signed by both Institutions
  - Employee commences work per the agreement
  - Signed agreement is provided to Campus HR Office, Business Office, etc per campus policy or procedure
  - Assignment is entered at the employee’s home institution
  - Bill Temporary Campus
  - Assignment Payment is Processed

• Ongoing non-faculty shared employee requested to do the same work at more than one institution
  - Create Shared Employee Agreement in partnership with Campus HR/Business Office per local business process
  - Shared Employee Agreement form is signed by both Institutions
  - Employee commences work per the agreement
  - Signed agreement is provided to Campus HR Office, Business Office, etc per campus policy or procedure
  - Assignment is entered at the employee’s home institution
  - Bill Temporary Campus

• Non-faculty employee requested for limited duration to assist institution in the same classification as that of home location
  - Create Shared Employee Agreement in partnership with Campus HR/Business Office per local business process
  - Shared Employee Agreement form is signed by both Institutions
  - Employee commences work per the agreement
  - Signed agreement is provided to Campus HR Office, Business Office, etc per campus policy or procedure
  - Assignment is entered at the employee’s home institution
  - Bill Temporary Campus

• Is the person already a State of Minnesota Employee?
  - YES
    - Use Inter Agency Agreement or Hire the Employee if in a different bargaining unit from home agency
    - NO
  - NO
  - Is this to be an Independent Contractor?
    - YES
      - Use Independent Contractor Hiring Process
    - NO

Communication is established between temporary and home institution.

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