

Effective 06/29/2023

Electronic Temp Staffing Form – Determine what type of position needed

Step 1.

- Go to eweb.cabq.gov on the left-hand side there will be link Temp. Agency Job Descriptions. https://eweb.cabq.gov/_layouts/15/start.aspx#/Lists/Temp%20Agency%20Job%20Descriptions/AllItems.aspx
- There are Job Descriptions for most positions. If you need clarification please contact the HR department.
- The lowest cost vendor for the position needed must be selected first. If the vendor cannot provide the department with the temporary staff position needed, the department may go to the next lowest cost vendor.
- If the position is on the list at the link or on the contract, proceed to step 3, if not please proceed to step 2.

Electronic Temp Staffing Form – Adding a position to the temporary staffing contract

Step 2.

- Determine type of position needed.
- Create a Job Description and estimated hourly rate the department would like to pay the temporary staff position.
- Email centralhr@cabq.gov the job description and estimated hourly rate with a subject line: Adding position to the Temp Contract.
- The request will be reviewed and the position may be added to the contract. This process in most cases will take up to 1 month.
- When the position is added to the contract, the Human Resources Department will email the individual that requested the position to proceed with step 3.

Electronic Temp Staffing Form – Initial Request

Step 3.


- Go to PeopleSoft Financials - finance.cabq.gov. From the Homepage click on the Fluid Forms tile then the Purchasing eForms tile and then the Add a Temp Empl eForm option.

Fluid Forms



Purchasing eForms



 Add a Temp Empl eForm

Electronic Temp Staffing Form – Initial Request

Step 4.

- Fill out Form. This form will have additional references within the form to explain the section (Red). Once Business Unit is entered some fields will be automatically populated.

Purchasing

 Temporary Employee Request : Request Information Form ID 100132

General Information

Date Entered 06/09/2023

*Business Unit 

Dept Director 000041071

Department 4910000

Director Name Varela, Alan M

Dept Name PL-Adm

Vendor and Position Selection

					1 row
*Supplier ID ¹	Vendor Name ¹	*Item/Position ID ¹	Position Title ¹	Hourly Bill Rate ¹	
1 <input type="text" value="0000154986"/> 	TRYFACTA INC	<input type="text" value="00000000007000247"/> 	SR. ADMIN ASSISTANT	\$22.11	

Additional Position Information

The Projected Total Hours are calculated as the number of weeks between the Projected Hire Date and the Projected Termination Date x # of Positions x # of Hours per Week.

						1 row
*Requesting Dept ID ¹	*Projected Hire Date ¹	*Projected Termination Date ¹	*# of Positions ¹	*# of Hours per Week ¹	Projected Total Hours ¹	
1 <input type="text" value="2210000"/> 	<input type="text" value="07/03/2023"/> 	<input type="text" value="09/04/2023"/> 	<input type="text" value="1"/>	<input type="text" value="40"/>	360	


- This Section includes Purchase Order and Funding Source for Budgets review.

Purchasing

Purchase Order

The Purchase Order is not a required field. If the department is adding a new position to an existing Purchase Order please add the PO number.

Note: Only POs from the selected PO BU and Vendor will be returned.

		1 row
PO ID ¹		
1 <input type="text" value=""/> 		

Funding Source

Enter the Fund Code.






Enter either Funding Dept ID or Funding PC BU.

If Funding PC BU is selected, then also select the Funding Project ID and Funding Activity #.

Select either Funding Balance or Funding Position #. (The Funding Balance is the budgeted amount that is appropriated for contractual temporary staffing).

If Funding Position # is selected, then the Funding Position Title, Funding Hourly Rate, and the BENFAC rate will auto-populate. Please update the Funding Hourly Rate if the rate defaulted is not correct or if it defaults to zero.

Note: Only vacant Position #s can be selected.

								1 row
*Fund Code ¹	*Funding Dept ID ¹	Funding PC BU ¹	*Funding Position # ¹	Funding Position Title ¹	*Funding Hourly Rate ¹	BENFAC ¹		
1 <input type="text" value="110"/> 	<input type="text" value="4955000"/> 		<input type="text" value="10002045"/> 	Administrative Supv	<input type="text" value="\$16.01"/>	1.3171		

- Cost Summary will be calculated by the hourly bill rate x projected total hours. Please enter Justification accordingly.

Purchasing

Cost Summary

Request Cost is calculated as the Item/Position ID's Hourly Bill Rate x Projected Total Hours

Per Funding Source row, the Funding Cost is equal to Funding Balance if Funding Balance is populated. Otherwise, the Funding Cost is calculated as Funding Hourly Rate x Projected Total Hours for 1 Position @ 40 hours x BENFAC. The Total Funding Cost is the total of each Funding Source row's Funding Cost.

Difference is calculated as Request Cost - Total Funding Cost

			1 row
	Request Cost ¹	Total Funding Cost ¹	Difference ¹
1	\$7,959.60	\$7,591.24	\$368.36

Justification

Please explain the need for hire and if it was included in the FY budget.

*Hire Justification

Temporary assistance required to complete a project. Not included in FY Budget

- City Equipment, Email and Other this section is for the department use. To ensure the supervisor is not waiting for items for temp staffing.

Purchasing

City Equipment, Email, Other

Does the temporary position require City Equipment, City Email, or Other? If yes, please explain in the Justification area.

City Equipment? ☐ No

City Email? ☒ Yes

Other? ☐ No

*Justification

Communication

Referral - Interview - Report To

City Provided Referral? ☐ No

Do you want candidates to be interviewed? ☒ Yes

*Who will Temp Report To? Name and Phone

Debbie Dombroski

File Attachments

Status	Upload	Description ¹	File Name ¹	Delete
1	View	Application	Hello_Doc.docx	Delete

[Add](#)

Comments

Electronic Temp Staffing Form – Initial Request

Step 5.

- Once Step 4 completed please click submit. A question will be asked if you are sure you want to submit. Please yes if everything is correct. The request will be routed to your department Fiscal Manager, Department Director, Budget Analyst, then your COA HR Employment Analyst .

[Cancel](#)

View Approval Route

[Done](#)

Review/Edit Approvers

Temporary Employee Request

G3FORM_ID=100132
Pending

Start New Path

Temporary Employee Request

Pending

Dombroski, Debbie S
Fiscal Manager

Not Routed

Varela, Alan M
Temp Emp Department Director

Not Routed

Cutler-Padilla, Linda
Budget Analyst

Not Routed

Multiple Approvers
COA HR Employment Analyst

Step 7.

- Once your request has been approved, please attach a copy of the approved form to the Requisition for the creation of the CRO/POR. To attach a copy of the report to the Req, navigate to Reporting Tools -> BI Publisher -> BIP Query Report Viewer. Then, search for Report Name TEMP_EMP_REQ. Click on View Report which will prompt for a Form ID. Enter your form ID and click OK. Then, Save and attach the report to the Requisition. Once the CRO/POR has been created please contact the staffing agency for request of placement.

END OF PROCESS