Temporary Staff Appointment Continuing Appointment (Reappointment) - TO BE

Process begins when hiring manager needs to hire temporary staff

1. **START** Contact candidate for verbal agreement to move forward with hiring
   - If employee needs to reactivate their UofM account, communicate with them to go to iam.memphis.edu

2. Create eContract

3. **Revise/Cancel eContract**
   - From Pg2 C
   - From Pg2 G
   - From Pg3 H

4. Revised?
   - **YES**
     - Go To Pg2 D
   - **NO**
     - Contract Cancelled
     - Go To Pg3 E

5. **Approve eContract**

6. Updates to eContract?
   - **YES**
     - Go To Pg2 A
   - **NO**
     - Go To Pg2 B
Approval Process for Temporary Staff Continued eContracts

1. Create eContract
2. Approve?
   - YES: Approve?
   - NO: Revise EContract
3. Approve?
   - YES: Accept?
   - NO: Review EContract for Correction
4. Accept?
   - YES: Create EPAF
   - NO: Notify Dept Orig for Correction
5. Create EPAF
6. Apply EPAF
7. EPAF Correction needed