

Term vs. Temporary Appointments

In this Talent Tip, we will be exploring term and temporary appointments. This will aid in determining which appointment type will work best based on the department's need.

Term Appointments - Term appointments are for a specified length of time greater than 90 days but no longer than one year for a 12-month employee, or no longer than nine months for a 9-month employee. An employee *may have consecutive term appointments* provided funding sources are available. The required offer documents are an initial appointment and offer letter. All term appointments with an FTE of .50 or greater will be benefit eligible.

Appointment Type:*	Administrative / Service - Term - 12 month	SELECT AS NEEDED (TERM will be in the title)
If position is temporary, please specify the length of the temporary assignment:		Not applicable for TERM appointments.
Contract Type:*	Term	SELECT TERM
Position Type (as displayed on the careers site):	Staff Full Time (Unclassified - Term)	SELECT AS NEEDED (TERM will be in the title)

Temporary Appointments - There are two types of temporary appointments – USS and unclassified. Both temporary appointment types require an end date. Also, when making an offer, only an offer letter is required, and temporary appointments are *not* eligible for benefits.

- *USS* temps can be any FTE but are limited to 999 hours in one year.
- *Unclassified* temps are those that are either **(1)** assigned at .50 FTE or higher but work less than 90 days (**REMINDER: HRIS will remove the applicant from the system at 90 days when in a 0.50 FTE or greater.**) or **(2)** assigned at .49 FTE or less for a period of one year or less.

Any employee who has a temporary appointment should only be working the amount of FTE assigned to that position. For a breakdown of the hours and additional information, please visit: [PPM 4650, Section .050](#)

Appointment Type:*	Administrative / Service - Temporary	SELECT AS NEEDED (TEMP will be in the title)
If position is temporary, please specify the length of the temporary assignment:		Enter dates for the assignment.
Contract Type:*	Non-Applicable (USS, Limited Term USS)	ALWAYS SELECT NON-APPLICABLE
Position Type (as displayed on the careers site):	Temporary Full-time	SELECT TEMPORARY FULL or PART-TIME

If you have questions about which appointment type to select, please contact your [Talent Acquisition Strategic Partner](#).