

## Hiring Employees Using Sponsored Funds at Iowa State University

### What type of employee do I need to hire?

Your choice will be based on the duties of the position, the education and/or experience you need, and the grant budget.

**Professional and Scientific:** Normally requires a bachelor's degree or higher, or a certain expertise or knowledge.

**Merit:** Typically, clerical, technical, and blue collar duties.

**Student:** No specific education and experience requirements; must be currently enrolled; can work through the end of the month they are taking classes or graduating; can work 20 hours/week when classes are in session.

**Graduate Assistantship:** Used for teaching, research, and administrative assistantships.

**Postdoc Research Assistant:** Preparation for independent career with duties focused on research and scholarship.

### What term of employment do I need?

**Term/Seasonal:** Work is required for a certain amount of time with the possibility of renewal. Seasonal is April through October.

**Temporary XH:** Work is sporadic in nature with a limited duration, usually less than 780 hours per fiscal year.

**Continuous/Permanent:** Ongoing commitment is made to employee.



 = University Human Resources approval required before moving forward

**Hiring Postdocs, Graduate Assistants, and Students:** No formal position description required; no formal search required; timeline typically ranges from 1-4 weeks.

### Important points to remember when hiring staff with sponsored funds:

- 1) Start early! The hiring process usually takes longer than you think it will.
- 2) Sponsored funds must be used to pay for unused vacation unless employees have a clause in their Letter of Intent stating otherwise.
- 3) Employees must work on sponsored projects in proportion to the percentages they are paid by the grant(s) funding their position.
- 4) If an employee is paid hourly by a grant, the employees' timecards are mandatory and auditable.
- 5) Make sure you have all sources of funds supporting the position secured before hiring.

### Supervisor responsibilities:

- Ensure hours worked and reported on timecards are accurate
- Track sick leave and vacation usage
- Conduct annual performance evaluations
- Determine annual increases
- Renew term appointments and/or end employment

For more information and to get started, contact your [human resources liaison](#)

