

**The steps listed below are to be followed when an Emergency Hire is needed:**

- Department will:
  - Need a CMS position number to start this process (ex. FL – 000#####).
  - Log into CSUF portal and search/select CHRS Recruiting.
  - Complete a job requisition online in CHRS to initiate a Quick Hire request by clicking the “Job” tile.
  - Provide the following information in the Advertising Summary section:
    - Candidates name
    - CWID, if applicable
    - Salary
  - Review and route for approval (by selecting FL – Quick Hire Approval Process)
  - Instruct candidate to submit an online application to the temporary pool through our [Career Opportunities](#) page.
    - If a candidate is needed, contact HRDI
- Recruiter will:
  - Contact candidate and make verbal offer explaining the terms and conditions of the appointment  
Note: Background check will be conducted and completed prior to employment.
  - Contact department once all forms are ready to sign
  - Distribute offer to appropriate parties
  - Invite employee to visit HRDI to complete sign-in documents
- Department advises employee of timekeeping process (i.e., timesheets, etc.)

For additional information, please review our [CHRS User Guides](#).

### Quick Reference

Appt. Type	Overview	Length of Appt.	Pay Type/FLSA	Affordable Care Act (ACA) Eligibility
<b>CSUEU (Unit 2,5,7,9)</b>	<ul style="list-style-type: none"> <li>• Temporary appointment</li> <li>• Positions include ASA II, ASC I, etc.</li> </ul>	Up to 90 days (may extend another 90 days as needed)	Hourly (Non-Exempt) or Salaried (Exempt)	Eligible for medical only under the ACA at 130 hours worked per month
<b>APC (Unit 4)</b>	<ul style="list-style-type: none"> <li>• Positions include SSP, Evaluator, etc.</li> <li>• Emergency temporary appointment</li> <li>• Substitute temporary</li> </ul>	60 days or less (not to exceed 120 days)	Hourly (Non-Exempt) or Salaried (Exempt)	Eligible for medical only under the ACA at 130 hours worked per month
<b>SETC (Unit 6)</b>	<ul style="list-style-type: none"> <li>• Temporary appointment</li> <li>• Skill Trade positions</li> </ul>	Up to 90 days (may extend another 90 days as needed)	Hourly (Non-Exempt) or Salaried (Exempt)	Eligible for medical only under the ACA at 130 hours worked per month