

DATE: October 19, 2004

TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, Departmental Administrators, and Office Managers

FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/CFO

Business Affairs Bulletin No. 02 - FY 2005

SUBJECT: CONTRACTED TEMPORARY EMPLOYMENT SERVICES

The process currently in place for the contracting of Temporary Employment Services has been streamlined to allow for a more efficient process. The new contract for Temporary Employment Services will become effective October 1, 2004 through and including September 30, 2007. InGenesis Inc. will be the prime vendor with a joint partnership with Corestaff Services. These are the only vendors to be utilized by UTHSCSA Departments. The Purchasing Department will work together with the Accounting Department for a smooth transition and to ensure that payments for vouchers processed are made only to InGenesis Inc./Corestaff Services. Please be advised that all expenses under this contract are HUB reportable.

The Purchasing Department has compiled a master list of the **Authorized Department Representatives** to place orders for the Health Science Center which has been provided to InGenesis Inc. and Corestaff Services. Please note that *only* the **Authorized Department Representatives** listed will be authorized to make electronic requests for temporary employment needs. If your area needs to add to or update information on this list, please e-mail either Stephen D. Millsbaugh at millsbaugh@uthscsa.edu or Christelle Farias at fariasc@uthscsa.edu.

The following is a step-by-step process on how to place orders for temporary employment services. Please read thoroughly and refer to it throughout the contract period as questions arise.

UTHSCSA Department:

Authorized Department Representative

- 1.0 Authorized Department Representative contacts InGenesis Inc./CoreStaff to request a temporary employee by completing the on-line **Standard Temporary Employee Request Form** located on the UTHSC Purchasing website: <http://www.uthscsa.edu/business/purchasing/contracts.html>

The form must be completed in its entirety and includes:

- 1.1 Position
- 1.2 Department
- 1.3 Contact
- 1.4 Working Hours/Days
- 1.5 Assignment Start Date
- 1.6 Estimated End Date
- 1.7 Onsite Supervisor
- 1.8 Specific Duties and Job Skills Required
- 1.9 Location of Work Site
- 1.10 Dress Code
- 1.11 Special Parking Instructions
- 1.12 Required Licenses/Certifications Required

Note: Authorized Department Representative will be provided with confidential sign-on names and passwords. These authorization codes are not to be shared. If any changes are to be made to the **Authorized Department Representative List**, please e-mail Stephen D. Millspaugh at millspaugh@uthscsa.edu or Christelle Farias at fariasc@uthscsa.edu in Purchasing.

ALL Temporary employee requests MUST go through Ingenesis Inc./Corestaff Services. Employee requests/invoices not flowing through Ingenesis Inc. or Corestaff Services after November 1, 2004, may be authorized for approval/payment by UTHSCSA and will be evaluated on an exception basis.

Ingenesis Inc./Corestaff Services:

- 2.0 Ingenesis Inc./Corestaff Services will only fill requests made by **Authorized Department Representatives**.
- 3.0 Ingenesis Inc./Corestaff Services will respond within four (4) business hours to the requesting department, to verify order status.
- 4.0 Ingenesis Inc./Corestaff Services will provide employee profiles/resumes, certifications, licenses, etc., upon request by department, which must also be retained by the Ingenesis Inc./Corestaff Services for a period of five (5) years. This will also include HIPAA Certification.
- 5.0 Ingenesis Inc./Corestaff Services contacts the UT Police contact: Ruben Cano, UT Police Guard, via email: canor@uthscsa.edu, with full name and Texas Driver's License Number, or Texas ID if no driver's license, and date of birth.

UT Police will conduct the following Background Checks:

- 5.1 Sanction Check
- 5.2 Texas Criminal Background Check
- 5.3 Texas Sex Offenders Registry Check

Ingenesis Inc./Corestaff Services will conduct the following Checks:

- 5.4 National Background Checks
- 5.5 10 Panel Drug Screen (Medical Staffing only)
- 5.6 License and Certification Verification (Medical Staffing only)
- 5.7 Annual JACHO Testing (Medical Staffing only)
- 5.8 Fingerprinting

UT Police:

- 6.0 UT Police will contact the Ingenesis Inc./Corestaff Services, by e-mail, with results on the potential temporary employee.

Ingenesis Inc./Corestaff Services:

- 7.0 Ingenesis Inc./Corestaff Services will Fax a signed letter, to the UT Police Traffic Office, Fax number: 567-4467, requesting a parking pass and ID Badge for the temporary employee.
- 8.0 Ingenesis Inc./Corestaff Services will contact the requesting department to inform them of the temporary employee to be assigned, based on the department's request.
- 9.0 Ingenesis Inc./Corestaff Services informs department of the specialized pay rate, if different from the established contract hourly pricing. Any changes in the contracted pay rate must be agreed upon, in writing, by both Ingenesis Inc./Corestaff Services and the UTHSCSA Purchasing Department (Contact: Stephen Millspaugh or Christelle Farias).

Ingenesis Inc./Corestaff Services sends invoice weekly to the requesting department, to include:

- 9.1 Dates of service
- 9.2 Name of employee
- 9.3 Number of hours worked in the period
- 9.4 Rate of pay
- 9.5 Total billed amount
- 9.6 Department name / contact person
- 9.7 Copies of signed timecards, with UTHSCSA supervisor approval

Temporary Employee:

- 10.0 Upon arrival at the UTHSCSA, temporary employee(s) will go directly to the UT Police office to obtain a UTHSCSA Photo ID Badge. The temporary employee must provide a valid Texas Drivers License if requesting a parking permit. A deposit of \$10.00 is required for each UTHSCSA Photo ID Badge. Upon termination of employee's assignment and the return of the employee's ID Badge to the UT Police Traffic Office, \$8.00 is returned by mail to the address provided by the employee. A fee of \$2.00 is retained by the UT Police Traffic Office for the cost and processing of the ID Badge.
- 11.0 The temporary employee will then report to the requesting department where they will provide the following information, if applicable:

Medical Personnel

- 11.1 Copies of License/Certifications/Immunizations

Department:

- 12.0 If temporary employee is deemed unsatisfactory, the department will contact Ingenesis Inc./Corestaff Services for a replacement temporary employee. Ingenesis Inc./Corestaff Services will not bill for an employee who is deemed unsatisfactory within the first four (4) business hours. If this problem or if any other issue arises and is not remedied in a reasonable amount of time, please e-mail: Stephen D. Millspaugh at millspaugh@uthscsa.edu or Christelle Farias at fariasc@uthscsa.edu.

Ingenesis Inc./Corestaff Services:

- 12.1 Ingenesis Inc./Corestaff Services will contact the unsatisfactory temporary employee by the most discreet method available, away from the work site.
- 13.0 The department submits the voucher for payment, to include the invoice, to the Accounting Department, on a weekly basis.
- 14.0 Once the temporary employee is no longer needed, the department is solely responsible and must ensure that both the employee's UTHSCSA Badge and Parking Permit are returned to UT Police. If the employee leaves prior to returning their badge and parking permit, the department must contact Ingenesis Inc./Corestaff Services to obtain the items.

Ingenesis Inc./Corestaff Services:

- 15.0 Ingenesis Inc./Corestaff Services will provide a **Customer Service Questionnaire** to the requesting department, by email, to be filled out by the temporary employee's supervisor and returned to Ingenesis Inc./Corestaff Services.
- 16.0 Overtime and Holidays are not authorized.

The following is contact information for each vendor and a list of the positions/hourly rates awarded under this contract. The hourly rates listed will be in effect for the duration of the contract period.

Should you not be able to locate a specific type of temporary employee on either company lists, you will need to contact Ingenesis Inc. with your need and they will subcontract on our behalf. Once again, all payments, including subcontracts, will be made to Ingenesis Inc.

Ingenesis, Inc.

Main Number: (210) 541-3940
24/7 Scheduling (830) 980-4671

Veronica Edwards, President

veronica@ingenesis.org

Extension 3401 Cell: (210) 367-3035

Natalie DePena natalie@ingenesis.com

Extension 3404 Cell: (210) 828-9900

Norma Donahue norma@ingenesis.org

Extension 3402 Cell: (210) 541-0553

Mary Beth Henderson marybeth@ingenesis.org

Extension 3405 Cell: (210) 364-1894

Annette Dunlap annette@ingenesis.com

Extension 3403 Cell: (210) 789-9790

Medical	
Clinical Nurse I	\$46.92
Clinical Nurse II	\$47.27
Vocational Nurse I	\$40.02
Vocational Nurse II	\$40.37
Vocational Nurse III	\$40.71
Research Nurse I	\$46.92
Research Nurse II	\$47.27
Research Nurse III	\$47.61
Health Care Counselor I	\$17.94
Health Care Counselor II	\$18.29
Medical Record Documentation Specialist I	\$14.49
Medical Record Documentation Specialist II	\$14.84
Data Entry Operator I	\$11.52
Data Entry Operator II	\$14.11
Data Entry Operator III	\$14.69

Corestaff Services

Main Number: (210) 342-6767

Mark Smith

(713) 438-1303 (Houston Office)

mark.smith@corestaff.com***Jennifer Tucker***

(210) 342-6767 (San Antonio Office)

jennifer.tucker@corestaff.com

Administrative	
Executive Assistant	\$20.55
Administrative Assistant I	\$15.07
Administrative Secretary	\$13.70
Senior Secretary	\$12.33
Clerk	\$10.96
Administrative Clerk	\$13.70
Senior Clerk	\$12.33
Data Entry Operator I	\$10.96
Data Entry Operator II	\$11.65
Data Entry Operator III	\$12.33
Telephone Operator I	\$11.65
Telephone Operator II	\$13.70

If you need additional information or assistance, please contact Stephen D. Millspaugh, at extension 7-6038 or Millspaugh@uthscsa.edu, or Christelle Farias at extension 7-6039 or fariasc@uthscsa.edu.