

## FAQs: Hiring a Temporary Employee through HR Options

### Who is HR Options?

HR Options (HRO) is a national HR service organization that has been providing employment services for over 35 years. Our offerings include full-cycle recruitment, onboarding and offboarding, payroll, and benefits administration. Please visit our [website](#) for more information on how we assist our clients and employees.

### How do I Hire Temporary Employees through HR Options?

You can request to hire a temporary employee through HR Options by logging into the [HoneycombHR](#) system and clicking into your **'Requests'** Module.

+ Hire a new employee

Fill out the **'Hire a New Employee Request' form** for individuals who you have already identified to fill your position and you would like to hire through HR Options.

+ Recruit for a job

Fill out the **'New Recruit Request' form** if you need HR Options' assistance in recruiting and placing temporary employees with USF.

Once you have completed the request form, HR Options will contact the given hiring manager to confirm any necessary details before beginning the hiring or recruitment process.

**\*\* If this is your first time hiring through HR Options or you do not have a HoneycombHR login, please reach out to [tempstaffing@usfca.edu](mailto:tempstaffing@usfca.edu) to get set up in our system and initiate one of the above processes.**

### What does HRO provide for USF temporary Employees?

Individuals referred to or recruited by HR Options become HRO W-2 employees and, as such, receive:

- Bi-weekly payroll direct deposits
- Income tax withholding and a W-2
- 401k offerings, Paid Time Off/Holidays (If Applicable)
- Other statutory insurances

### How will USF be invoiced for these hours?

HRO will submit invoiced charges via Concur for Human Resource approval on a bi-weekly basis. Individual departments can log in to Concur to view or e-print invoice details according to authorization levels.

**Please refer to the USF "Hiring Temporary Staff" page [here](#) for information regarding HR Options' associated costs as well as additional Supervisor and Budget Manager resources.**

### Contact Us!

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