Temporary Employment Services (TES)

Temporary Staffing for Campus, Health Sciences & UCI Medical Center

As your department requires **administrative**, **medical** or **trade** temporary staffing,
TES can assign talented temporary employees to work on assignments in your department.

How We Hire Talent

Phone Screening

Reference Checking

One-On-One Interview with a Recruiter

Computer Skills Assessment (If needed)

Criminal Background Check and Employment/Education Verification and Health Physicals

Temporary Assignment Request

TES has many temporary employees available that have experience working at UC Irvine
and have completed training for specific UCI systems such as:

» PPS & Time Reporting Systems (Used for payroll)
» Kuali Financial System (KFS)
» EPIC (Used in healthcare system medical office)

TES can also partner with you to train employees on unique systems.

How to Submit a Temporary Request

» Log in into portal.uci.edu
» Go to the Applications tab
» Under the My Applications section go to Restricted Applications and select Quick Temp
» Inside Quick Temp go to New Request and explain in detail the essential functions needed

Contact one of your TES Professionals for more information:

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UCI Human Resources Temporary Employment Services