

## TEMPORARY WORK OPPORTUNITY PROGRAM (TWOP) Participant Roles

There are three participant roles in the TWOP:

- the employee being temporarily reassigned,
- the Host Department (the department that is experiencing a staffing shortage and requests temporary staffing), and
- the Home Department (the department with an employee eligible for temporary reassignment)

**Home Department** responsibilities including, but not limited to:

1. Identifies eligible employees who would benefit from temporary reassignment
2. Submits the TWOP employee eligibility information to [Katherine Abad](#) in the HR Talent Acquisition unit. Click [here](#) for form.
3. Informs the employee of the TWOP and assists the employee to participate in the TWOP
4. Continues to manage and approve the employee's timesheet and account for paid or unpaid leaves while the employee is on a temporary reassignment
5. Remains the department of record for documentation of personnel matters, including performance, payroll, and timekeeping records

**Host Department** responsibilities including, but not limited to:

1. Submits TWOP assignment to the HR Talent Acquisition unit via the TAM job opening process. Click [here](#) for instructions.
2. Selects a candidate to fill the TWOP assignment and informs the HR Talent Acquisition unit
3. Orients the employee to the temporary work assignment, and ensures the accuracy of timesheets
4. Formalizes a memorandum of understanding with the Home Department to pay the salary and benefits via a transfer of funds
5. Notifies the employee and the Home Department when the temporary reassignment will end

**Employee** responsibilities, including but not limited to:

1. Submits TAM online application
  - a. An employee who is eligible for TWOP participation can submit a TAM application for a posted temporary work opportunity. Click [here](#) for instructions.
  - b. An employee who is eligible for TWOP participation can submit a TAM application without selecting a job opening. Click [here](#) for instructions.
2. If hired as a TWOP participant, performs the duties of the temporary reassignment
3. Submits accurate timesheets in advance of deadlines
4. Communicates with the Host Department supervisor concerning requests for time off

**HR Talent Acquisition Unit** responsibilities, including but not limited to:

1. Posts the TWOP opening in the TAM internal candidate gateway
2. Assists the Host Department with identifying eligible qualified employees
3. Communicates the offer of a temporary reassignment to the employee
4. Removes the TWOP opening from the TAM internal candidate gateway when the TWOP is no longer accepting candidates.