



### SOS Temporary Acquisition Procedures

This process applies to SOS temporary employees.

The current process is as follows:

1. Supervisor notifies HR ([nde.hrjobpostings@nebraska.gov](mailto:nde.hrjobpostings@nebraska.gov)) of need for SOS temporary employee.
2. HR will draft the SOS Requisition Form and send to the Supervisor for review and edits.
3. Once the SOS Requisition Form is complete, HR will upload the information into NEOGOV to send to State Personnel's SOS Manager.
4. State Personnel will review the information, follow identified preferences, and identify a candidate to perform the work.
5. Supervisor will follow instructions provided by State Personnel related to management and payroll for the SOS employee.
6. Each temporary employee must receive a brief orientation on the following NDE policies:
  - Chapter 15 of the NDE Personnel Rules
    - Drug-Free Work Place
    - Discrimination & Sexual Harassment
  - Acceptable Use of Computer Equipment, Internet Access, and Electronic Mail (AM 708)

This is a basic explanation of the current process, but for more detail or to ask any questions please contact Human Resources. We will be happy to answer any questions you may have or provide any further information.