

# Can temps clock in using the same procedures as our regular employees?

**Q. Our business has been booming and we are short-staffed. We have brought on a number of temporary workers from a staffing agency. Is it acceptable to have the temporary workers use the same punch clock system that our regular employees use?**

**A.** Employers are increasingly using temporary staffing or leased employees to supplement their regular workforces. While the use of temporary employees can provide employers with “just-in-time” staffing and reduce benefits and payroll costs, it can also be fraught with potential traps and liability to unwary employers.

A company that uses temporary workers must be very careful as to how it interacts with them so that the company does not end up with liability as a joint employer. One of the ways a company can demonstrate that the temporary workers are not the company’s employees is to have separate protocols for the temporary workers.

For this reason, it is not a good idea to have temporary employees use the same punch clock system. Instead companies should have separate time sheets for the temporary employees.