

Request To Hire Temporary Staff
(Print on BLUE paper)

Request To Hire Temporary Staff

Date requested _____

Name of Department _____

Box #. _____ Employee Campus Phone # _____

Building Name _____ Room # _____

Index # _____ Account Code _____

Position # _____ Dept. Org. # _____

Check Dist. # _____ Time Keep. # _____

Contact Person _____ Ext. _____

Position Information:

Support Staff

Student

Administrative

Advisor

Job Title: _____

Annual Salary/Hourly Amount _____

This is a replacement for an existing approved position, formerly occupied by _____

This is creating a new position request.

Part-time (Enter # hrs. per week) _____

Temporary on an **as needed basis**
(From _____ to _____)

Temporary on a **regular basis**
(From _____ to _____)

Previously employed in this position:
(From _____ to _____)
(From _____ to _____)

It is recommended that _____ whose application is { attached } be appointed.

E# _____ { on file }

Preferred date of employment _____

Funding: (This section to be completed by Human Resources and verified by Director of Budgets.)

Current Budget _____ Used Fiscal Year _____ Required if filled _____
Savings/Overage _____

Requested by _____ Date _____

Chair Recommend Approval _____ Date _____

Asst./Associate Dean..... Recommend Approval _____ Date _____

Dean/Director..... Recommend Approval _____ Date _____

Vice President Recommend Approval _____ Date _____

Budget..... Recommend Approval _____ Date _____

Human Resources Recommend Approval _____ Date _____

Affirmative Action Recommend Approval _____ Date _____

V.P. for Administration Recommend Approval _____ Date _____

President Recommend Approval _____ Date _____