

REQUEST FOR TEMPORARY PERSONNEL

Completed form must be submitted at least 10 business days prior to expected start date

TO BE COMPLETED BY REQUESTING DEPARTMENT

Date of Request:

Campus:

Department:

Type of Position (Choose one):

- Clerical Support:
- Technical Support:
- Data Entry:
- Customer Services:
- Other:

Days Needed:

Times Needed:

Hours per week (Maximum 25hrs):

Funding Source:

Start Date:

End Date:

Reason Temp/Peak is Needed: _____

Skills/Knowledge Required: _____

Name of Temp being Requested (if known): _____

Requested By:

(Attach appropriate written VP approval)

TO BE COMPLETED BY HUMAN RESOURCES

Received by: _____ Date: _____

Copy to Payroll: Name: _____ Date: _____

Rate of Pay: _____ Position Number: _____

Position Filled By: _____

Date Started: _____ End Date: _____

PA Complete

On-Boarding Complete