



DEPARTMENT OF HUMAN RESOURCES

REQUISITION for TEMPORARY EMPLOYMENT

1) Check reason for temporary need: Position Vacancy Leave of Absence Sick Leave
 Vacation Increase in Workload*

*If increase in workload: funding must be approved by the Dean/Department Head and transferred into the department's temporary budget.

2) POSITION CLASSIFICATION:

Temporary Full-time Staff Temporary Part-time Staff

3) HIRING INFORMATION

Department:

Position Title:

Hourly Rate \$

Length of Assignment:

Assignment Start Date :

Assignment (Estimated) End Date:

Employee Being Replaced:

Name of Supervisor:

Ext:

4) ESSENTIAL DUTIES OF THE JOB (Attach current job description):

5) POSITION/BUDGET INFORMATION

Budget Department Name	Account Number	Object Code

6) DEPARTMENTAL INFORMATION

Requested by:

Date:

Ext:

*Dean/Department Approval :

Date:

7) AUTHORIZATION SIGNATURE

APPROVED

DISAPPROVED

Director of Human Resources

Date

DATE RECEIVED IN HUMAN RESOURCES: _____/_____/_____