



FINANCE #

Date received by OHRFS:

Please forward this completed form to the Office of Human Resources and Faculty Services within 30 days prior to hiring a temporary employee. This is for an Agency Temp ONLY (clerical/technical temp for up to 3 months and administrative temp is for up to 6 months)

HIRING DEPARTMENT INFORMATION::

Date requested:

Department:

Supervisor & Ext:

Temp position title:

Chartfield

Acct 60460/Fund ___/Org ___/Program ___/Project ___/

POSITION INFORMATION (Please check all that apply):

What vacancy is this temp staff going to be filling until a permanent hire comes on board

___ New Position ___ Replacement If Replacement, Name of Incumbent: _____

Reason position is being Requested:

Anticipated start date: _____ Anticipated End date: _____

Pay Rate: \$ _____

Hours per week: _____ Schedule (ex 9AM- 5PM) _____

Has this position been posted? No ___ Yes ___ If yes, when was it posted? _____

Primary Responsibilities/ Duties

BUDGET VERIFICATION:

Is budget available for this hire? YES _____ NO _____

If no, are you requesting additional budget for this position? YES _____ NO _____

RECRUITMENT AUTHORIZATION:

1. Signature of Supervisor/Date:

2. Signature of Human Resource Officer/Date:

3. Signature of Finance Officer/Date