



Request for Temporary Help Form

Temporary employees are hired with the understanding that employment is for a specific limited period of time generally not to exceed three (3) consecutive months of regularly scheduled hours. Such employees can work up to 25 hours in a pay week inclusive of all positions and are not entitled to non-statutory benefits. Please see the Employee Handbook for further information. **Please note, new requests must be submitted when a temporary employee terminates employment.**

Please check one:

- Temporary Employee** (Duration allowed is maximum of 90 days. Human Resources will terminate employee at the end of 90 days).
- Variable Hour Employee** (As needed only, not for continuous work).
- One Time Event Coverage** (May cover multiple temporary workers).

Hiring Supervisor: _____

Date of Request: _____

Department Name: _____

Phone Ext. _____

Position Details

Position Title: _____ (Request must be accompanied by job description)

Duration of Assignment: _____ Days/Weeks/Months Frequency: _____

Start Date: _____ End Date: _____ Hours per Week: _____

Payroll Effective Date: _____ Reason for Request: Vacancy Illness Vacation

Rationale for temporary assignment: _____

Budget line to be charged: _____

Number of temporary workers needed for project/event: _____ (Attach list of names)

APPROVALS

Department Head/Chair: _____ Date: _____

Vice President: _____ Date: _____

Assistant Vice President HR: _____ Date: _____

Assistant Vice President Finance: _____ Date: _____