

**UVa-Wise Temps  
Supervisor's Request Form**

Reason for request:


Suggested Job Title: \_\_\_\_\_

Desired starting date: \_\_\_\_\_ Suggested salary: \_\_\_\_\_

Work duties and responsibilities:


Work schedule (Please be specific- include days of week, hours of day.)


Anticipated duration of assignment: \_\_\_\_\_

My signature below indicates that my departmental budget has adequate funding to support this position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Account Name and Number: \_\_\_\_\_

RETURN COMPLETED FORM TO THE OFFICE OF HUMAN RESOURCES.

[UVa-Wise Temps](#)