



Office of Human Resources

Temporary Employment Request Form

Use for a new temporary assignment, extension, or replacement. Department and division approvals are completed first, followed by Budget Office review, Human Resources review, and Vice Chancellor for Human Resources approval. In some instances, Chancellor approval may also be required.

1. REQUEST AND POSITION INFORMATION

Request Type ☐ New Assignment ☐ Extension ☐ Replacement

Department / Unit		Requesting Supervisor	
Date Submitted		Responsible Vice Chancellor	
Candidate Name (if known)		Working Title	
Proposed Start Date		Proposed End Date	
Estimated Hours / Week		Proposed Hourly Rate	
Employee Category	☐ Faculty ☐ University Staff ☐ Wage	Work Status	☐ Full-Time ☐ Part-Time
Schedule Type	☐ Regular Weekly ☐ Variable / As Needed ☐ Event / Project Based		

Anticipated Work Schedule

List the expected days and times, or describe the variable schedule.

2. BUSINESS NEED / JUSTIFICATION AND DUTIES

Primary Need ☐ Vacancy Coverage ☐ Seasonal / Peak Workload ☐ Special Project ☐ Event Support ☐ Grant-Funded Work ☐ Other

In Current Strategic Plan? ☐ Yes ☐ No ☐ Unknown

Delay Affects Operations? ☐ Yes ☐ No ☐ Unknown

Essential Job Duties

List the primary duties. A short attachment may be used when needed.

Brief Justification

Explain why temporary support is needed and the impact if it is not approved. A short attachment may be used when needed.

3. PROPOSED FUNDING

In Current Budget? ☐ Yes ☐ No

Recurring Cost? ☐ Yes ☐ No

Funding Source / Cost Center	Designated / Gift / Grant	Fund	Function	%

Funding percentages must total 100%. Budget Office confirms the available amount and estimated assignment cost on page 2.



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Temporary Employment Request Form - Reviews and Approvals

Required routing: Department Head → Responsible Vice Chancellor → Budget Office → Human Resources → Vice Chancellor for Human Resources.
Chancellor approval is completed only when enhanced review is required.

4. DEPARTMENT HEAD APPROVAL					
Department Head Signature				Date	
5. RESPONSIBLE VICE CHANCELLOR APPROVAL					
Vice Chancellor Signature				Date	
6. BUDGET OFFICE REVIEW					
Funding Confirmed?	☐ Yes ☐ No	Recurring Funding?	☐ Yes ☐ No	Time-Limited Funding?	☐ Yes ☐ No
Approved Hourly Budget			Estimated Assignment Cost		
Funding End Date (if applicable)					
Budget Comments / Conditions					
Budget Reviewer Signature				Date	
7. HUMAN RESOURCES REVIEW					
Approved Working Title / Classification			Approved Hourly Rate		
Approved Start Date			Approved End Date		
Position Description	☐ Approved ☐ Revision Required	Eligible as Temporary Assignment?	☐ Yes ☐ No ☐ Conditions Apply		
Recruitment Required?	☐ Yes ☐ No ☐ TBD	Background Check Needed?	☐ Yes ☐ No ☐ TBD		
HR Comments / Conditions					
HR Reviewer Signature				Date	
8. VICE CHANCELLOR FOR HUMAN RESOURCES APPROVAL					
Vice Chancellor Decision	☐ Approved ☐ Approved with Conditions ☐ Not Approved ☐ Requires Enhanced Review				
Enhanced Review Reason (if applicable)	☐ New/Unbudgeted ☐ Material Change/Reorganization ☐ Senior Leadership ☐ New Recurring Funding ☐ Other				
Vice Chancellor for HR Signature			Date		
9. CHANCELLOR APPROVAL – ENHANCED REVIEW					
Chancellor Decision	☐ Approved ☐ Approved with Conditions ☐ Not Approved ☐ Not Required				
Chancellor Signature (if required)			Date		