

NOTE: TEMPORARY HOURS ARE NOT TO EXCEED 1039 HOURS PER YEAR.

REQUEST TO HIRE TEMPORARY EMPLOYEE

Section I: To be completed by supervisor

Date	<input type="text"/>	Dept/Unit	<input type="text"/>
Temporary Position	<input type="text"/>	No. of Temps Needed	<input type="text"/>
Hours per week	<input type="text"/>	Weeks per Month	<input type="text"/>
Months per Year	<input type="text"/>	Starting Date	<input type="text"/>
Ending Date	<input type="text"/>	Work Time	<input type="text"/>

Required Signatures

Immediate Supervisor:	<input type="text"/>	Date:	<input type="text"/>
Next Line Supervisor:	<input type="text"/>	Date:	<input type="text"/>
Next Line Supervisor:	<input type="text"/>	Date:	<input type="text"/>
Vice President of Unit:	<input type="text"/>	Date:	<input type="text"/>

Budget Approval

VP Finance:	<input type="text"/>	Date:	<input type="text"/>		
Account Number:	<input type="text"/>	Position Number:	<input type="text"/>	FTE:	<input type="text"/>

Section II: To be completed by Human Resources

Name of Temp Personnel:	<input type="text"/>	Date Started:	<input type="text"/>				
SSN:	<input type="text"/>	Pay Grade:	<input type="text"/>	Salary:	<input type="text"/>	Per Hour:	<input type="text"/>
WV-11:	<input type="text"/>	Date Sent:	<input type="text"/>	Date Approved:	<input type="text"/>		
Date Sent to Payroll:	<input type="text"/>						