

Please use this form when hiring individuals into temporary positions. In addition to this form, you may need to submit the following:

- New Position Request (to add a new position)

PLEASE PROVIDE THE FOLLOWING POSITION INFORMATION

Position information can be found in the HR Department Roster, available under the My Work tab in WaveNet.

HR Dept ID#: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Position#: \_\_\_\_\_ Position Title: \_\_\_\_\_

Position Reports to (name and position#): \_\_\_\_\_

PLEASE PROVIDE THE FOLLOWING EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_ CWID (if known): \_\_\_\_\_

Employee Email: \_\_\_\_\_

PLEASE INDICATE THE HIRING ACTION YOU ARE REQUESTING

- Hire an employee into a temporary role (approved for a maximum of 90 days)

Please provide a brief description of the job duties:

- Extend an existing temporary employee's assignment (maximum assignment length is 180 days)

- 30 days

- Less than 30 days: \_\_\_\_\_

PLEASE PROVIDE THE FOLLOWING EMPLOYMENT DETAILS

Employment start dates must correspond with the first day of a pay period. In addition, an employee is not authorized to work until all pre-employment paperwork is completed with Human Resources.

Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_ Expected Hours/Week: \_\_\_\_\_ (40 max)

Hourly Rate: \$ \_\_\_\_\_ or Monthly Rate: \$ \_\_\_\_\_ FLSA Status (HR use only) \_\_\_\_\_

Annual amount budgeted for this position: \$ \_\_\_\_\_

Please use the space provided to communicate other hiring details.

Please obtain all signatures prior to submitting this form to Human Resources.

\_\_\_\_\_  
Supervisor/Hiring Manager Signature

\_\_\_\_\_  
Printed Name Extension

\_\_\_\_\_  
Date

\_\_\_\_\_  
Major Area Budget Manager Signature (Confirmation of Funding)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date