



Requisition ID: _____

Requested Date: _____

REQUEST TO HIRE TEMPORARY EMPLOYEE

Requestor: _____ Phone Extension: _____

Job Title: _____ Department: _____

Date(s) Needed: _____

STATUS: FULL-TIME: _____ PART-TIME: _____

WORK SCHEDULE DAYS: FROM: _____ TO: _____

HOURS: _____ AM _____ PM

PAY RATE: PER HOUR: _____

REASON FOR TEMPORARY HIRE

Replace terminated employee until New Hire

Replace temporarily absent employee

Name of employee being replaced (**required**):

Alleviate temporary peak in work load

Other: Explain: _____

Extension of Temporary Hire Beyond Expiration Date:

Reason for Extension (include end date): _____

REQUIRED SIGNATURE APPROVALS

1) Manager/Supervisor: _____ Date: _____

2) VP/Unit Senior Leader: _____ Date: _____

3) VP for Human Resources: _____ Date: _____

4) VP Finance & Administration: _____ Date: _____