



NORTHWESTERN
UNIVERSITY

Temporary Center – Direct Requisition Form

Please forward the completed requisition form via email to directtemps@northwestern.edu

We confirm receipt of ALL bookings

Direct Temp Definition: A temporary employee recruited and vetted by the department, that is not currently registered with the NU Temp Center.

*In addition to completing all fields, a copy of candidate's resume must also be attached in order to move forward with your request.

Temporary Job Title:		Kronos Supervisor (name):	
Date of Request:		Kronos Supervisor (Empl ID #):	
Assignment Start Date:		Requester (name):	
Assignment End Date:		Contact Information (phone & email):	
Hours needed per week:		Department Name:	
Schedule:		6 Digit Department Number:	
Hourly rate:		Assignment Address:	

Chart String Information:

Approved Funding Source:						
%	Fund	Fin. Dept.	Project	Activity	Program	Acct.

Temporary Job Description and Responsibilities:

Chart string Funding Information

- 1) A request for a temporary employee cannot be processed without providing an active chart string number (**Fund, Financial Department, and Account are all required fields- while you may not have a project, activity, or program especially if not on a grant.**)
 - a. **All Temporary Employees hired through the Temporary Staffing Center will be under Acct. 60111 – No fee applies.**

Background Screening:

A background check is required of **all** temporary personnel placed through the Northwestern University Temporary Staffing Center. Departments are not responsible for the cost of the criminal background check.

- *By selecting '**yes**' to the following question you are indicating that this position will require **additional** search to the background check submitted prior to the start date.*

1. Will this position require driving? ☐ Yes ☐ No
2. Does this position require access to Northwestern Memorial? ☐ Yes ☐ No