



Temporary Personnel Requisition Form

The primary purpose of this document is to encourage effective workforce planning, open communication, and appropriate legal checks **PRIOR TO THE BEGINNING OF THE HIRING PROCESS**. This form is used when a **TEMPORARY HIRE** is required.

REMINDER: Only preliminary unofficial discussion should be held until this process is completed, signatures obtained and the form is returned to University Human Resources.

STEP ONE: Workforce Planning. (Analysis is required as a first step of this process)

Attach a summary of the division review which has been conducted to explore the necessity of this position and explain the impact that this position would have on the University's mission statement. Outline departmental workflow and the steps previously taken to meet this need (i.e. temporary hires, redistribution of workload within the department/division, outsourcing of the function, students, etc...) Determine if there is any legal impact on the University that is directly associated with this position. If applicable, define the cost savings benefit for the University specifically related to establishing this position versus using an outside source. The Associate Vice President of University Human Resources reserves the right to make all final determinations as to the necessity of this position.

STEP TWO: General Position Information

Department/Division Name: _____

- ☐ This is a **replacement** person for a current staff member who is terminating employment.
Incumbent Name: _____ Final Date of Employment: _____
Note: An official notice of the termination, including final date, should be submitted to University Human Resources.
- ☐ This is to fill a **new position** within the department/division.
- ☐ This is a **restructured position** with the department/division. Details should be included as outlined in Step One.

Total Weekly Hours proposed: _____

Employment Period Start date: _____ End date: _____
(Note: A temporary hire may not exceed four months).

Name and title of direct supervisor: _____

Name: _____ Title: _____

STEP THREE: Budget Information

Does a budgeted amount exist or has one has been approved for the salary?

☐ Yes ☐ No

\$_____ *Existing* budgeted wage/salary for this position

\$_____ *Intended starting* wage/salary for this position

If the proposed amount exceeds the budgeted amount, what is your plan to cover the difference? _____

General Ledger plus Detail Number from which this salary is to be paid: _____ - _____
Dept. GL# Detail #

STEP FOUR: Hire Information

Do you know whom you would like to hire in this role? ☐ Yes ☐ No

Please indicate the name of the prospective hire and/or the candidates whom you are considering should the position be approved: _____

You are responsible to ensure that the chosen candidate has been approved by the division Vice President.

The signatures in steps five through eight must be obtained in order as listed.

STEP FIVE:

Department/School: _____ Date: _____

STEP SIX: (Signature indicates a review, as outlined in STEP ONE, has been conducted and a summary is attached.)

Vice President Signature: _____ Date: _____

STEP SEVEN:

Budget Director Signature: _____ Date: _____

Comments:

STEP EIGHT:

University Human Resources Signature: _____ Date: _____

Comments:

UNIVERSITY HUMAN RESOURCES USE ONLY

Position Code _____ Salary/Wage _____