

# Interim Assignment Form

New Interim Assignment

Extension of Interim Assignment

## 1. Employee Information

Employee Legal Name	First Name	Middle Name	Last Name
Employee GWID	G	Division/School	

## 2. Transaction Details

Interim Position Number		Additional Interim Pay Amount <i>(Annualized – exempt Hourly Rate – nonexempt)</i>	
Start Date		End Date <i>(Not to exceed 6 months)</i>	
Summary of additional interim duties			
What factors support the selection of this employee to perform the interim additional duties? <i>(This contributes to a review of whether or not the selection of a particular employee is appropriate over others in the area. Resume is required)</i>			
How was the pay for the interim duties determined?			
Extensions Only: Describe the business need to extend the interim assignment			

## 3. Approvals – Route to next appropriate approver

	Print Name	Signature	Date
HR Representative			
Financial Director			
Compensation <i>(comp@gwu.edu)</i>			
OVPR <i>(Only if funded by Research)</i>			
Talent Acquisition & Recruitment <i>(bgcheck@gwu.edu)</i>			

Submit completed form to HR Information Systems at [hris@gwu.edu](mailto:hris@gwu.edu)

The HR Representative will be notified of the successful completion of this request by HRIS.