



Request to Hire Temporary Staff

_____ New _____ Returning

Full Name: _____

Phone Number : _____ E-mail Address: _____

Temporary Position: _____

Budget Center(s): _____@ _____% _____@ _____%

Start Date: _____

Supervisor: _____

Supervisor's Signature

Date

HR Director's Signature

Date

1. Please complete and sign form .
2. Forward to Director of Human Resources (Box 194) in the Business Office.
3. Human Resources will contact the employee and schedule new hire paperwork.
4. HR Director will contact the supervisor when paperwork is complete and employee is able to begin work.

Please DO NOT schedule employee to work until you receive authorization from HR

Rate: _____

Previous Rate: _____