TEMPORARY EMPLOYMENT REQUISITION
For Hourly Positions

A. TEMPORARY Employment Requisition

1. Date Initiated __________________________ 2. Job Title __________________________
3. Department ____________________________ 4. SLU Job Level __________________________
5. Colleague Budget Code __________________ 6. Temporary Hourly Rate: __________________
7. Classification - Circle appropriate categories
   Full-time  Part-time  Temporary  Replacement for: __________________
8. Requested start date: __________________ Anticipated End Date: __________________
9. Work Schedule: Days _____________________ Hours of Work ____________________
10. Duties: Please attach current job description or write a brief description __________________
    ____________________________________________________________________________
11. Special qualifications/education/experience __________________
12. Additional Comments __________________
13. Timesheet – Circle how time will be submitted and approved: Online (Web Time Entry) or Paper (access from Business Office Website)
14. Approvals
   a. __________________________________ b. __________________________________
      Supervisor   Date   Vice President   Date
   c. __________________________________ d. __________________________________
      Budget Director Date   President   Date
   e. __________________________________
      Human Resources   Date

B. Temporary Position Assignment

16. Name of Hire __________________________ Hiring Agency (Circle One): Kelly Services Penski Services SLU Temp
17. Hire Effective Date ______________________ 18. Hourly Rate __________________________
21. HR Signature: __________________________ 22. Date __________________________

Updated: Feb.2011