

## Request for Temporary Agency Employee(s)

Procedures/directions for requesting a temporary agency employee:

- 1) Enter information requested in the spaces provided below.
- 2) **Have Financial Manager approve request by signing where indicated.**
- 3) Scan & email a copy of this form back to Human Resources.
- 4) Once order is filled, this form will be returned to Department via email.
- 5) Using the information in the "HR Use Only" section, Department creates a requisition in Banner.
- 6) Enter requisition number in space provided at the bottom of this form.
- 7) Email this **form and job description** back to Human Resources.

Organization Name \_\_\_\_\_  
Fund/Organizational Code \_\_\_\_\_  
Financial Manager's Approval \_\_\_\_\_  
Department phone number \_\_\_\_\_  
Department contact email(s) \_\_\_\_\_  
Number of employees requesting \_\_\_\_\_  
Location where employee(s) will be working \_\_\_\_\_  
Desired starting date \_\_\_\_\_  
Ending date \_\_\_\_\_  
Supervisor of employee(s) \_\_\_\_\_

**Please remember to include a job description with this request. Requests submitted without job descriptions cannot be processed. If you do not have a job description, please contact Human Resources for assistance (872-3745).**

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### HR USE ONLY

Agency \_\_\_\_\_  
Actual start date/end date \_\_\_\_\_  
Title of position \_\_\_\_\_  
Bill rate \_\_\_\_\_  
Total amount of Purchase Order \_\_\_\_\_  
Funds verified by \_\_\_\_\_  
Human Resources Staff signature \_\_\_\_\_

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### Requisition / Purchase Order Information

Requisition#: **R00** \_\_\_\_\_ Purchase Order#: **P00** \_\_\_\_\_

**Department: Please enter requisition # in space above before emailing form to HR.**

Human Resources will enter Purchase Order # in space above and email completed form to Department.