

REQUEST FOR TEMPORARY AGENCY EMPLOYEE

Instructions:

1. Enter all information requested in the spaces provided below.
2. Have Financial Manager approve request by signing where indicated.
3. Scan & email this form and job description back to Human Resources.
4. Once selection has been finalized, this form will be returned to Department Contact via email.
5. Using the information in the "HR Only" section, access Banner and create a requisition.

NOTE: If the Department is requesting multiple Temporary Agency Employees, a separate requisition for each person must be created.

6. Enter requisition number in space provided below.
7. Scan & email this completed form back to Human Resources.

Organization Name: _____

Fund/Organizational Code: _____

Financial Manager's Approval: _____

Department Contact's phone number: _____

Department Contact's email address: _____

Number of employees requesting: _____

Location employees 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 us for assistance (872-5012).

Requisition Number (R00...)

Purchase Order (P00...)

This section to be completed by Human Resources Only

Temporary Employee's Name	_____
Agency / Vendor#	_____
Actual start date / Scheduled end date	_____
Position Title	_____
Bill Rate	_____
Total Amount of Purchase Order	_____
Funds verification by	_____
Human Resources Staff signature	_____