



Temporary Employment Job Requisition Form
(Temporary employment is less than three months.)

Date		Budget #		Budget funds available	
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Department	
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Suggested Rate of Pay		(Set by the Human Resources based on duties noted below) Note: a 34% charge will be added to this rate for benefits
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**A Director/supervisor level and above will require a resume to be submitted for review.

Employment dates for temporary staff (cannot exceed three months):

Start date (mm/dd/yyyy):	End date (mm/dd/yyyy):
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Job duties for temporary staff

Reason for the need of temporary staff

*Name(s) of temporary staff you have chosen for this position. Please include DOB if under 18:

****Candidates that are current or incoming University students will need to complete a Student Employment Job Requisition Form (found on HR website)**

Please indicate if any of temporary staff chosen above have previously worked for the University of the South.

**All employees (18 and over) MUST complete pre-screening requirements before the start of work. If under 18, they may be required to complete a drug screen (parent must consent) only. Please check with HR if you are unsure what pre-screening is required for your position.

Supervisor: _____
Signature
Printed name

Division Head/Dean if Academic Dept: _____ Date _____

Human Resources: _____

***NOTE:** Make sure the staff member has completed all payroll forms prior to starting work.