Temporary Employment Job Requisition Form

(Temporary employment is less than three months.)

Date | Budget # | Budget funds available

Department

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

**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):

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.

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