



## Request to Hire Forms for Temporary Help and Per Diem

All requests must be accompanied by an updated job description, along with the names and contact information of the new hires.

**\*The new hire employees may not work until all documents have been submitted through the ADP Onboarding Portal and i-9 verifications have been approved through Human Resources. Start date will be determined after approval. \***

Temporary employees are hired with the understanding that employment is for a specific limited period generally not to exceed three (3) consecutive months of regularly scheduled hours. Such employees can work up to 25 hours in a pay week inclusive of all positions and are not entitled to non-statutory benefits. Please see the Employee Handbook for further information.

**Reason for Request: Please check one of the following:**

- Temporary Employee (Duration allowed is maximum of 90 days. Human Resources will terminate employee at the end of 90 days).
- Variable Hour Employee (As needed only, not for continuous work).
- One Time Event Coverage

Hiring Supervisor Signature: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Department Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Positions Details**

Position Title: \_\_\_\_\_

Hourly Pay Rate: \_\_\_\_\_

Duration of Assignment: \_\_\_\_\_  Days  Weeks  Months

Rationale for Temp or Per Diem Employee Use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Budget Line: \_\_\_\_\_

**Approvals**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Controller: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Vice President for HR: \_\_\_\_\_ Date: \_\_\_\_\_

