LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. JESUIT.

Office of Human Resources

Temporary Employee Request

(Temporary Employee's resume must be attached)

Request Date: _____ Report to: _____

Start Date: _____ Length of Assignment: _____

Hours: _____ Lunch: _____ Number of People: _____

Pay Rate: _____

Budget Number to charge: _____

Job Description: _____

_____

_____

Equipment being used: _____

Software: _____

Speed and/or Experience Required: _____

Heavy Lifting Required: ☐ Yes ☐ No How heavy: _____ How often: _____

Dress Code: _____

Is temporary employee replaceing an employee? ☐ Yes ☐ No

If yes, employee's name: _____

Is this person working as supplemental personnel? ☐ Yes ☐ No

Temporary Employee's Name: _____

Please make sure the budget line and pay rate are filled in before bringing the form to the Office of Human Resources

Approvals:

Supervisor: _____ Date: _____

Divisional VP: _____ Date: _____

Controller & Director of Finance: _____ Date: _____

VP for Finance & Administration: _____ Date: _____

Print Form

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