HR-2 Form

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| 313861ce-1761-4fa2-8727-2761d02cb889 (002) | Temporary Non-Academic Employees  Request for Personnel |

|  |  |
| --- | --- |
|  | **\*See HR-2 (Guide to Temporary Employee) for definitions**[ ]  Professional Expert **(Account 23050)** [ ]  Seasonal **(Account 23030)** [ ]  Short-term Project **(Account 23040)**  [ ]  Substitute **(Account 23020)**  [ ]  Volunteer Sports Assistant  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Date: |  | For Fiscal Year: |  |
| Job Title: |  | Range: |  |
| Department: |  | Supervisor: |  |
|  | If applicable, Name of Employee being Temporarily Replaced:  |  |
| Hours for the year: (Estimate)[ ]  < 20 [ ]  377 – 564 [ ]  > 941[ ]  21 – 188 [ ]  565 – 752 [ ]  189 – 376 [ ]  753 – 940  | Name of Person hired as Temporary Employee:**Or**See attached List (Include employee Banner ID number): |        [ ]  |
| Employee’s Email: |       @       |
| Employee’s Start Date: |       |
| Ending Date: | End of Fiscal Year  |
|  | Cost:Total Maximum: |            |
| **Budget**Must be filled in | Fund | **–** | Org | **–** | Acct | **–** | Program | **–** | Location | Percent |
|       | **–** |       | – |       | – |       | – |       |       % |
|       | – |       | – |       | – |       | – |       |       % |
|       | – |       | – |       | – |       | – |       |       % |
| Signatures: | Your signature verifies that the personnel request has your approval and that there are adequate funds in the budget codes listed above. |
| Supervisor: |  | Date: |  |
| VP – over requested position: |  | Date: |  |
| Dean, Human Resources: |  | Date: |  |

Copy to Payroll