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