

Request to Hire a Temporary Staff Employee

Required for hiring any temporary staff or Kelly temporary staff

*** Section I**

		(Org Owner/Budget Authority)	
<input type="checkbox"/>	<input type="checkbox"/>	Timesheet Approver	
<input type="checkbox"/>	<input type="checkbox"/>	Program or Dept Contact	

* Must be a regular (beneficially eligible) SMU employee

**Section II: Temporary Assignment
REQUIRED FOR ALL NEW ASSIGNMENTS & EXTENSIONS OF EXISTING ASSIGNMENTS PAST 120**

Assignment End Dates

Requests need to be submitted prior to first date of work.

	<input type="checkbox"/> Administrative, clerical/office help including marketing, IT, financial professionals
<input type="checkbox"/> Fixed Duration (Single Occurrence Temporary Help, i.e. coverage for regular staff on leave or similar occurrence) Provide specific circumstance below.	<input type="checkbox"/> Data-Collection, Observing, Recording/Dictation in any setting except scientific laboratories or with direct patient interaction such as in health care
<input type="checkbox"/> Seasonal (Reoccurring) Temporary Help seasonal programs/camps, admission help, special events, peak season	

Intern or Fellow

(1-2 sentences)

