

### Justification for Temporary Employee

All fields must be completed and a job description attached for all temporary positions before submission to the Vice President or Dean for approval. Departments must obtain HR approval before recruitment or appointment of any temporary employee, paid via Accounts Payable or Payroll [including agency temps].

Date Requested:	<input type="text"/>	Department:	<input type="text"/>
Submitted By:	<input type="text"/>	Campus:	<input type="text"/>

Proposed Position Title:	<input type="text"/>	Proposed hourly rate:	<input type="text"/>
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Fund:	Org:	Acct:	Pgm:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Description Attached  
***Justifications submitted without a description of duties will NOT be approved***

- From what source is this position funded?
- Why is this position needed in your department?
- What will be the duration of this temporary position? *(Note: ongoing temporary employees or temporary positions expected to last longer than one year will NOT be approved)*
- When must this position be filled? Why?

- What is the impact if this temp is not approved?
- Does this position replace a recent vacancy? If so, what position?
- How can the duties of this position be performed by other members of your team?
- How can the duties of this position be performed by student workers?

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Hiring Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President/Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Office Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative's Signature

\_\_\_\_\_  
Date