

**The University of Alabama in Huntsville
Temporary Employee Request Form**

Email the Completed & Signed form to Carly Schumacher (chs0015@uah.edu)

DEPARTMENT INFORMATION

Account #: _____ Department: _____
Ordered by: _____ Email Address: _____
UAH Phone Number: _____

Reason for temporary employee request:

- | | | |
|--|--|---|
| <input type="checkbox"/> Vacant Position | <input type="checkbox"/> Vacation Coverage | <input type="checkbox"/> Medical Leave |
| <input type="checkbox"/> Special Project | <input type="checkbox"/> Peak Workload | <input type="checkbox"/> Military Leave |
| <input type="checkbox"/> Other: _____ | | |

Job Information

Anticipated Start Date: _____ Anticipated End Date: _____
Hours/Days: _____ Hourly Pay Rate: _____
Number of Employees Needed: _____ Location: _____
Temporary Supervisor: _____ UAH Phone Number: _____
Temporary Job Title: _____
Job Description: _____

Please check all skills/education that apply:

- | | | | | |
|--|---|---|--|--|
| <input type="checkbox"/> MS Word | <input type="checkbox"/> MS Excel | <input type="checkbox"/> MS Outlook | <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> MS Access/Publisher |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Multi-line Phone | <input type="checkbox"/> Copying/Filing | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Shipping/Receiving |
| <input type="checkbox"/> Heavy Lifting | <input type="checkbox"/> Custodial Services | <input type="checkbox"/> Groundskeeping | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Programming Skills |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Accounting Skills | <input type="checkbox"/> Valid Driver's License | <input type="checkbox"/> Degree/Certification: _____ | |

Additional Information: _____

Authorized Signature: _____ **Date:** _____

If you have someone in mind that you would like to hire, please complete the next section:

Name: _____ Phone Number: _____
Are they a current UAH Employee?
UAH Employee A Number: _____
Current UAH Department: _____
Current UAH Title: _____

A representative from Staff Employment will complete the appropriate paperwork and orient the employee before his/her assignment. At the end of each week, the supervisor should sign the temporary employee's time card provided by the temporary agency. Please notify the UAH HR Representative when the assignment has ended. Your department will incur the cost for the temporary help based on the UAH salary scale plus a markup (28% effective March 1, 2015). Staff Employment will automatically submit an electronic bill to the department each week for the temporary employee.

For Human Resources use only:

Temporary Employee Hired: _____
PCLS: H _____ Log Number: _____ Hourly Rate: _____ Bill Rate: _____