



**REQUEST FOR TEMPORARY SUPPORT**

Complete and submit this form to Equal Opportunity & Workforce Planning (EO & WFP) at [class.comphr@sjsu.edu](mailto:class.comphr@sjsu.edu) or 0046 zip, to initiate a request for temporary support. Additional documentation will be required following consultation with your EO & WFP Analyst.

| GENERAL INFORMATION  |   |   |  |
|----------------------|---|---|--|
| University Division: | <input type="checkbox"/> Academic Affairs   | <input type="checkbox"/> Administration & Finance | <input type="checkbox"/> Intercollegiate Athletics |
|                      | <input type="checkbox"/> President's Office | <input type="checkbox"/> Student Affairs          | <input type="checkbox"/> University Advancement    |
| Department:          | Department ID:                              | Extended Zip:                                     |  |
| Contact Person:      | Telephone Number:                           | E-mail Address:                                   |  |

| APPOINTMENT DETAILS  |   |  |                  |
|--|---|--|------------------|
| <b>Reason for Request:</b>   |   |  |                  |
| <input type="checkbox"/> Regular employee on leave   | <input type="checkbox"/> Temporary or seasonal increased workload | <input type="checkbox"/> Special project             |                  |
| <input type="checkbox"/> Position vacant; awaiting hire                                    | <input type="checkbox"/> Clearing up backlog                      | <input type="checkbox"/> Other (explain in comments) |                  |
| Comments:  |   |  |                  |
| Proposed Start Date:   |   | Proposed End Date:                                   | Proposed Salary: |
| Full time <input type="checkbox"/>   | Part time <input type="checkbox"/>                                | Work Days:   | Work Hours:      |
| Description of Work to be performed: (You may be asked to provide a position description.) |   |  |                  |
| Signature of VP or Designee:   |   |  | Date:            |

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

