SAN JOSÉ STATE UNIVERSITY

Request for Temporary Support

HUMAN RESOURCES FORM

Workforce Planning | One Washington Square | San José, CA 95192-0046 | 408-924-2250 408-924-1701 (fax)

Instructions:

- *Complete and submit this form to Workforce Planning for Temporary Agency, Casual Worker, Emergency hires, Special Consultant, Retired Annuitant, and Per Diem hires.*
- *Refer to appropriate guidelines for required supporting documents.*

GENERAL INFORMATION

University Division: (check one)	☐ *Academic Affairs* ☐ *Administration & Finance*	☐ *President's Office* ☐ *Intercollegiate Athletics*	☐ *Student Affairs* ☐ *University Advancement*
Department: _____	*Department ID:* _____	*Extended Zip:* _____	
Contact Person:	*Telephone Number:*	*Fax Number:*	

☐ *Temporary Agency*	☐ *Casual Worker Hire*	☐ *Emergency Hire*	☐ *Special Consultant*	☐ *Retired Annuitant*	☐ *Per Diem*
• *attach Essential Duties & Responsibilities* Non-SJSU Employees Paid By Department Through Temporary Agency *Please contact Workforce Planning for information on eligible Classifications.* *Hire (not to exceed 90 days)*	• *attach a list of assigned duties* Non-Exempt Non-CSU Classified Position Temporary Nature *No Benefits* *No holidays, vacation, SL, or PH* *(Intermittent hourly)* *Proposed Salary:* _____ / hr	• *attach a list of assigned duties* Exempt/Non-Exempt CSU Classified Position 6 mo. Assignment Max. *Entitled to holidays, vacation, SL, and PH (prorated)* *No Health Benefits* *(not to exceed 180 days- department recommends internal/external applicant)* *Proposed Classification:* _____ *Proposed salary:* ☐ Hourly _____ ☐ Salaried _____	• *attach a list of assigned duties* Non-CSU Classified Position Exempt Position Highly Specialized Skill Temporary Nature *No health benefits, holidays, vacation, SL, or PH* *Paid at a daily rate* *Proposed Daily Salary:* _____ /day *Employee ID:* _____ (if current employee only)	*Not To Exceed 960 Hours Per Year* *No health benefits, holidays, vacation, SL, or PH* *Paid Hourly* *Employee Is Responsible For Staying Within Maximum Hours*	*Select Unit 2 positions or Unit 9 Interpreters only* *No health benefits, vacation, SL, or PH* *Paid hourly*

Appointment Dates: *Start date:* _____ *End date:* _____	*Work Schedule:* ☐ *FT* ☐ *PT* _____ % *Days:* _____ *Hours:* _____		*Position Number:* (Position number not required for Temp Agency)

Note: Refer to specific guidelines for details about benefits, vacation, sick leave, holiday pay, retirement, and salary for each type of hire.

REASON FOR REQUEST

☐ *Regular employee on leave* ☐ *Temporary or seasonal increased workload* ☐ *Special project*
☐ *Position vacant; awaiting hire* ☐ *Clearing up backlog* ☐ *Other (explain in comments)*

Comments:

VP or Designee: *Date:*

HUMAN RESOURCES USE ONLY

Classification: Position number:

Degree(s) verified? ☐ *Yes* ☐ *No*

Comments:

AVP or Designee, Human Resources: Date:

"SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, 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."