

Complete and submit this form to Recruiting and Retention at onboarding@sjsu.edu to initiate a request for temporary support. Additional documentation will be required following consultation with the Recruiting and Retention Unit.

GENERAL INFORMATION		
Contact Person:	Telephone Number:	Email Address:
APPOINTMENT DETAILS		
Reason for Request:		
<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"/> Temporary Reassignment	
<input type="checkbox"/> Overload	<input type="checkbox"/> Extension of Temporary Appointment	
<input type="checkbox"/> Other (explain in comments)		
Comments:		
Proposed Start Date:	Proposed End Date:	Proposed Salary:
Full time <input type="checkbox"/>	Work Days:	Work Hours:
Part time <input type="checkbox"/>		
University Division:		
Department Name:	Department ID:	Extended Zip:
Position Pool ID or Chart-field:	Primary Fund:	Check Sort Unit:
Description of Work to be performed: (You may be asked to provide a position description.)		
Appropriate Administrator Signature:		Date:
Division Budget or HR Approver Signature:		Date:
VP or Designee Signature:		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.

FOR UNIVERSITY PERSONNEL USE ONLY		
<input type="checkbox"/> Overload	<input type="checkbox"/> Casual Worker	<input type="checkbox"/> Special Consultant
<input type="checkbox"/> Intermittent	<input type="checkbox"/> Per Diem	<input type="checkbox"/> Regular Temporary (Emergency Hire)
<input type="checkbox"/> Retired Annuitant	<input type="checkbox"/> Temporary Reassignment	<input type="checkbox"/> Other
Approved Salary:	Position Number:	Classification (if applicable)
Recruiter or Class./Comp. Signature:		Date: