

Temporary Support Request Information Sheet

Documents required	Temp Agency Non SJSU employees Paid by department through agency ASA I/II and ASC I classifications only Paid weekly, agency covers all salary costs & increases	Casual Workers Non-Exempt Non-CSU classified position Temporary nature No health benefits No holidays, vacation, SL, or PH Paid Hourly Not eligible for GSI/MSI	Emergency Hire Exempt/Non-Exempt CSU Classified Position 6 mo. assignment max Entitled to Holidays, Vacation, SL, and PH (prorated) Paid hourly or salaried No health benefits GSI as per MOU	Special Consultant Non-CSU Classified Position Exempt Position Highly Specialized Skill, Temp Nature No health benefits, holidays, vacation, SL, or PH Paid at a daily rate Not eligible for GSI/MSI	Retired Annuitant Not To Exceed 960 Hours Per Year No health benefits, holidays, vacation, SL, or PH Paid hourly Employee Is Responsible For Staying With in Maximum Hours Not eligible for GSI/MSI
Request for Temporary Support Form	√	√	√	√	
Essential Duties & Responsibilities Check List (ASA I/II & ASC I classifications only)	√		√		
Confidentiality Statement			√		
Equal Employment Opportunity Statement			√		
Committee Interview Evaluation Form			√		
Interview questions with responses			√		
Reference Checks			√		
Live Scan Background Screening		√	√	√	√
Employee Profile		√	√		√
New Employee Initial Meeting Checklist			√		
Special Consultant Payment				√	
Temporary Support Performance Evaluation		√ Upon separation	√ Upon separation		
Employment Application		√	√	√	√
Resume			√		
Retired Annuitant Agreement					√