



Temporary Employment Job Order Form

Human Resources
3640 Colonel Glenn Hwy.
2455 Presidential Dr., Suite 221
Dayton, OH 45435-0001
(937) 775-2120; Fax: (937) 775-3040

SECTION A: DEPARTMENT INFORMATION

Department Name: _____				
Fund:	Org:	Account: 617400	Program:	Activity Code:
Fund:	Org:	Account: 617400	Program:	Activity Code:
Position reports to:		Ext:	Alternate timesheet approver:	Ext:

SECTION B: JOB INFORMATION

Job Type:
 Temporary appointment*
 Interim appointment **Name of the incumbent:** _____

Start date:	End date:	FTE:	Work hours:
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** Temporary positions can only be filled up to 3 months. Exceptions may only be made upon approval from Department of Human Resources.*

<p>Please check one of the following position titles:</p> <p><input type="checkbox"/> Account Clerk - \$12.88/hr <input type="checkbox"/> Administrative Specialist - \$12.88/hr <input type="checkbox"/> Administrative Assistant - \$14.30/hr <input type="checkbox"/> Custodian - \$11.12/hr <input type="checkbox"/> Groundskeeper - \$12.65/hr <input type="checkbox"/> Maintenance & Repair Worker - \$15.33/hr</p>	<p><input type="checkbox"/> Lab Technologist - \$12.88/hr <input type="checkbox"/> Office Assistant 2 - \$11.60/hr <input type="checkbox"/> Payroll Clerk - \$17.61/hr <input type="checkbox"/> Records Technician - \$11.60/hr <input type="checkbox"/> Research Technician - \$10.27/hr <input type="checkbox"/> Scanning Specialist - \$10.45/hr</p> <p><input type="checkbox"/> Other _____</p>
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SECTION C: JOB DESCRIPTION

Please attach a detailed job description.

SECTION D: PAYROLLEE INFORMATION, if applicable:

<p>Name of Person you wish to hire: _____</p>	<p>Is the person you wish to hire currently *:</p> <p>- A student employee? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>- A full-time student? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>- Related to anyone in your department? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>- On an F-1 visa (international student visa)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is this person a VRIP Retiree? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

**If answered 'Yes' to any of the above questions, the person will not be able to be payrolled in compliance with INS regulations and/or WSU employment policies and procedures.*

SECTION E: JUSTIFICATION/EXPLANATION OF NEED FOR POSITION

SECTION F: APPROVALS

Submitted by _____	Ext _____	Date _____
Approval by Dean and/or Vice President or President _____		Date _____
Approval by Business Manager _____		Date _____

SECTION G: FOR HUMAN RESOURCES USE ONLY

Pay rate: _____ Billing rate: _____ HR Approval: _____ Date: _____