



Temporary Employment Job Order Form

Department of Human Resources
3640 Colonel Glenn Hwy.
115 Medical Sciences Bldg.
Dayton, OH 45435-0001
(937) 775-2120
Fax: (937) 775-3040

SECTION A: DEPARTMENT INFORMATION				
Department Name:			Campus Address:	
Fund:	Org:	Account: 617400	Program:	Activity Code:
Fund:	Org:	Account: 617400	Program:	Activity Code:
Position reports to:		Ext:	Alternate time sheet approver:	
SECTION B: JOB INFORMATION				
Job Type: <input type="checkbox"/> Temporary appointment* <input type="checkbox"/> Interim appointment				
Name of the Incumbent: _____				
Start date:	End date:	FTE:	Work hours:	
* Temporary positions can only be filled up to 3 months. Exceptions may only be made upon approval from Department of Human Resources.				
Please check one of the following position titles:				
<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		<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 <input type="checkbox"/> Other _____		
SECTION C: JOB DESCRIPTION				
SECTION D: PAYROLLEE INFORMATION, if applicable:				
Name of Person you wish to hire:		Is the person you wish to hire currently *:		
		- A student employee? Yes <input type="checkbox"/> No <input type="checkbox"/>		
		- A full-time student? Yes <input type="checkbox"/> No <input type="checkbox"/>		
		- Related to anyone in your department? Yes <input type="checkbox"/> No <input type="checkbox"/>		
		- On an F-1 visa (international student visa)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
*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: _____				