

Academic Affairs - State Temporary Service Appointment Form For Temporary Service Accounts

Please complete for all state funded positions that did **NOT** require a search
(except those with the title: Graduate Assistant, Student Assistant, or Visiting Faculty)

Step 1: Complete for all Positions

Unit/Department: _____ Title Requested (if known): _____

Supervisor: _____

Salary Requested (if known): _____ Check One: _____ Hourly Rate _____ Biweekly Rate _____ Total Remuneration _____

Position Status (check one): _____ Temporary (from _____ to _____) **OR** _____ Term

Percent of Effort (check one): _____ Full Time **or** _____ Part Time non faculty (*required, if selecting*): _____ % (specify %, ex: 25%, 50%, etc.)

Provide justification for position or attach (ex: backfill, new function, etc.): _____

Provide brief job description or attach: _____

Step 2: Employee Information

Last Name: _____ First Name: _____

Salutation (check one): _____ Dr. _____ Mr. _____ Ms. _____ Mrs. _____ Miss

Phone #: _____

Email (*required*): _____

Step 3: Signatures for Approvals

Academic Affairs Unit Head Temporary Service Accounts

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| Department Chair/Unit Head Name— <i>Print Name</i> | Account # if using Department Chair/Unit Head Account |
| Department Chair/Unit Head— <i>Signature</i> | Date |
| Assistant VP for Academic Finance— <i>Signature</i> | Date |
| Provost— <i>Signature (if using Provost account)</i> | Account # (provided by Provost Office) Date |

Step 4: Upon Completion—Forward to The Office of Human Resources: 216 Bray Hall