

Non 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

Temporary Dates: (from _____ to _____)

Percent of Effort (check one): _____ Full Time **OR** _____ Part Time non faculty: _____% (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

Temporary Service Accounts—Non Academic Affairs

Unit Head Name—*Print Name*

Account # if using Unit Head Account

Unit Head—*Signature*

Date

Vice President or Chief of Staff—*Print Name (if using their account)*

Vice President or Chief of Staff—*Signature*

Date

Account # (provided by Vice President or Chief of Staff)

Director of Business Affairs—*Signature*

Date

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