# Temporary Employee Request Form

## Contact Information
- **Department/Division:**
- **Prepared by:**
- **KFS# for Background Check (ie. IR12345):**
- **Today’s Date:**
- **Contact Phone:**
- **Contact Zot Code:**

## Billing Contact
- **Billing Contact Name:**
- **Billing UCInetID:**

## Requested Position
- **Requested Payroll Title:**
- **Supervisor Name:**
- **Supervisor UCInetID:**
- **Work Schedule (i.e.: M-F, 8-5):**
- **Part/Full Time Job:**
- **Payroll Title Code:**
- **Supervisor Phone:**
- **Desired Start Date:**
- **Approx. End Date:**
- **Work Location (Bldg/Rm):**

## Reason for Request (check one)
- **Special Projects**
- **Leave of Absence**
- **Sick Leave**
- **Extra Help**
- **During Recruitment**
- **Vacation Coverage**

## Impact to Department

## Work Skills Requested (check all that apply)
- **Administrative Assistant**
- **Medical Terminology**
- **Receptionist**
- **Calendaring**
- **Medical Transcription**
- **Typing (less than 45 wpm)**
- **Data Entry**
- **Medical Front Office**
- **Typing (more than 45 wpm)**
- **Filing**
- **Medical Back Office**
- **Phones (1 to 4 lines)**
- **Letter Composition**
- **Phones (4 + lines)**

## Computer Skills Requested (check all that apply)
- **MS Word:**
  - Beginner
  - Intermediate
  - Advance
- **Internet Search Engines:**
  - Beginner
  - Intermediate
  - Advance
- **MS Excel:**
  - Beginner
  - Intermediate
  - Advance
- **Payroll Systems (PPS):**
  - Beginner
  - Intermediate
  - Advance
- **Access:**
  - Beginner
  - Intermediate
  - Advance
- **QUEST:**
  - Beginner
  - Intermediate
  - Advance
- **PowerPoint:**
  - Beginner
  - Intermediate
  - Advance
- **ONTRAC/STARS:**
  - Beginner
  - Intermediate
  - Advance
- **MS Outlook:**
  - Beginner
  - Intermediate
  - Advance
- **Purchasing System (PAL):**
  - Beginner
  - Intermediate
  - Advance

## Summary of duties to be performed and/or special requirements. *(Must provide 4 or more specific duties.)*

## Review and Approval
- **Department Administrator:**
- **Date:**
- **Human Resources Director:**
- **Date:**

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*Updated 01.2016*