|  |
| --- |
| **Section I: Requestor Details** |
| Division: | Department: | Date: |
| **N/A** | **Same as Primary Contact** | **Responsibility** | **Name**  | **SMU ID**  |
| [ ]  | [ ]  | Primary Contact |  |  |
| [ ]  | [ ]  | Hiring Authority  |  |  |
| [ ]  | [ ]  | Timesheet Approver |  |  |
| [ ]  | [ ]  | Program/Dept Contact |  |  |

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| **Section II: Temporary Assignment** |
| [ ]  Payroll Service (Candidate Selected) | [ ]  Recruit Temporary via Kelly Services To Initiate recruitment, completeSection V: Recruitment Details | [ ]  Authorized SMU Temp (Temp to be paid via SMU PAF)Must obtain HR approval in Section III – C: Budget Approvals. |
| **Section II – A: Assignment Details** |
| **Assignment** **Desired Start Date** | **Assignment End Dates** |
| **Fixed End Date** | **OR 120 Days from Start Date (maximum)** |
|  |  |  |
| **Job Type** | **Job Function** |
| [ ]  Fixed-Term Temporary Help  | [ ]  Academic/Clerical/Administrative |
| [ ]  Seasonal (Reoccurring) Temporary Help | [ ]  Data-Collection, Observing, and/or Recording (non-Laboratory) |
| [ ]  Pier Diem (as needed) Temporary Help | [ ]  Instructional, Informal Education, Tutors, Academic job duties |
| [ ]  Special Project Temporary Help | [ ]  Security  |
| [ ]  Non-Benefit Eligible Fixed-Term Intern  | [ ]  Customer or Guest Services |
| [ ]  Non-Benefit Eligible Fixed-Term Visiting Scholar | [ ]  Recreational Sports  |
| [ ]  Temporary Help due to Vacant Regular Position  | [ ]  Performing or Visual Arts  |
| [ ]  | [ ]  |
| [ ]  | [ ]  |
| [ ]  | [ ]  |
| [ ]  | [ ]  |
| **Assignment Short Description (1-2 sentences)** |
|  |
| **Functional Job Title** |
|  |
| **Section II – B: Selected Candidate***Kelly Services will complete for temporaries* ***Recruited via Kelly Services.***  |
| Candidate Name: |
| SMU ID: | Phone: |
| Email:  |

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| **Section III: Budget Approval**  |
| [ ]  Payroll Service (Candidate Selected) | [ ]  Recruit Temporary via Kelly Services  | [ ]  Authorized SMU Temp  |
| **Section III – A: Assignment Pay Details****REQUIRED FOR ALL**  |
| **Hourly Rate**for Payroll Srvs or SMU Temp Hire | **Hourly Range**for Temps Recruited via Kelly Srvs | **Average Weekly Hours** |
|   |  |  |
| **Earnings Distribution to Charge Assignment**  |
| **Fund** | **Org #** | **Project (if applicable)** |
|  |  |  |
| **Section III – B: Approvals for Hiring Temporaries** **REQUIRED FOR ALL**  |
| **Required Approver** | **Name of Approver** | **Signature of Approver**  | **Date** | **Approval Attached**  |
| **Org Owner****(Budget Authority)** |  |  |  | [ ]  |
| **Division Approval:** **VP or AVP/Dean or Authorized Delegate** |  |  |  | [ ]  |
| **Division Approver Comments:**  |
| **Section III – C: Approvals for Grant-Funded Temporaries** **REQUIRED FOR GRANTS ONLY** |
| **Primary** **Investigator (PI)** |  |  |  | [ ]  |
| **OPTIONAL TIME-APPROVER DELEGATE:** *I authorize the below named individual(s) to be my delegate for approval of hours worked by Kelly Service Temp Staff Employees.*  |
| **Delegate Name:** | [ ]  **Duration of Assignment OR**[ ]  **Date Range:**  |
| **Delegate Name:** | [ ]  **Duration of Assignment OR**[ ]  **Date Range:**  |
| **Grant Contracts & Accounting (GCA)** |  |  | [ ]  |
| **PI/GCA Approver Comments:**  |
| **Section III – D: Approvals for SMU Hires** **REQUIRED FOR TEMPS HIRED ON SMU PAYROLL ONLY** |
| **Human** **Resources** |  |  | [ ]  |
| **HR Approver Comments:**  |

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| ***Human Resources or Kelly Services Use Only:***  |
| **Candidate Name:** | **SMU ID:** |
| **Division/Dept:** | **Assignment Dates:**  |
|   | [ ]  Transitioned to Kelly Services on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Bridged with SMU PAF dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |