

Request to Hire/Extend a Temporary Staff Employee			
Date of Request:		Requestor Name:	
Department Name:		Dean/VP/SVP/Athletic Director Name:	
Assignment Details			
Assignment Start Date: <i>Requests must be approved prior to start date</i>			
Assignment End Date: <i>Maximum is 90 days from start date</i>			
Hourly Rate/Range:		Average hours per week:	
Home Base Org# for Salary:		Project # (if grant funded):	
Name and <u>SMU ID</u> of the person the temporary employee will report to:			
Name of person who will approve weekly timesheets (if not supervisor):			
Name of temporary employee (if known):			
SMU ID# (if known)		Email/Phone	
Temporary Type	<input type="checkbox"/> Kelly Payroll Temporary Employee <i>The department recruited/will recruit the temporary employee.</i> <input type="checkbox"/> Kelly Recruit Temporary Employee <i>The department needs Kelly Services to recruit the temporary employee.</i> <input type="checkbox"/> SMU Payroll Temporary Employee <i>Use only if Kelly Services is unable to hire the temporary employee. Requires HR approval.</i>		
Job Assignment Type	<input type="checkbox"/> Temporary Staff Employee- Vacant Position <i>A temporary staff employee to assist while the department completes a staff search for a vacant position.</i> <input type="checkbox"/> Temporary Staff Employee – Leave/Special Project <i>A temporary staff employee to assist while a regular staff member is on leave or assist the department with a special project.</i> <input type="checkbox"/> Temporary Staff Employee-As Needed <i>A temporary staff employee to assist seasonally with programs, camps, special events, peak seasons, or workload peaks for short periods of time and who takes service breaks between assignments.</i> <input type="checkbox"/> Temporary Staff Employee – Fixed-Term <i>A temporary staff employee with a fixed term assignment, such as an academic related intern or teaching assistant.</i>		
Is this assignment an extension?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title:			
Job Duties/Assignment: <i>Describe the job duties the temporary employee will perform during this assignment.</i>			

Business Need for Temporary Employee

Describe the departments' business/reason for hiring a temporary staff employee and/or the reason position is extending

Hiring Temporary Staff Employee Guidelines

- A temporary staff employee is an employee who works in a non-benefits eligible staff position for a specified and limited period/duration. Temporary assignments may be used for limited-duration project work, staffing shortages, workload peaks, or to provide coverage for an employee on leave. All temporary staff employees should be hired via Kelly Services.
- Temporary assignments should not exceed 3 months ([SMU Policy 7.2](#)), and may be extended for up to an additional 3 months with approval from the appropriate Vice President and Human Resources.
- Temporary assignments will be no longer than 180 days.
- The department must complete a request to hire a temporary employee. The form must be approved by the Vice President and budget authority (home base org owner).

By signing below I _____, acknowledge that I have read and understand SMU's policy and guidelines for hiring a temporary staff employee.

Signature _____
Hiring Manager

Required Approvals

Dean/VP/SVP/Athletic Director Approver	Date Approved	Name of Approver
Home Base Org Owner (Budget Authority)	Date Approved	Name of Approver
Primary Investigator (if grant funded)	Date Approved	Name of Approver
Grants & Contracts Accounting (if granted funded)	Date Approved	Name of Approver
Human Resources (if SMU Payroll Temporary or Extension)	Date Approved	Name of Approver