



## Short Term Staff Hiring Request Form

Requestor Name	Requestor Email	Requestor Phone	Short Term Position Number														
Position Title Requested		Department															
Assignment Begin Date		Assignment End Date															
Work Location (Building)		Campus															
Requested Hourly Rate	Paygrade	College	Division														
Anticipated Assignment Schedule 28 hours per week maximum (.70 FTE) Add Shift Begin and End Times Below or Variable Schedule <input type="checkbox"/>		Shift	Assignment FTE														
<table><tr><td>Sun</td><td>Mon</td><td>Tues</td><td>Wed</td><td>Thurs</td><td>Fri</td><td>Sat</td></tr><tr><td>to</td><td>to</td><td>to</td><td>to</td><td>to</td><td>to</td><td>to</td></tr></table>		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	to	to	to	to	to	to	to	Job Duties/Additional Notes	
Sun	Mon	Tues	Wed	Thurs	Fri	Sat											
to	to	to	to	to	to	to											

Funding Information						
Index Name	Index	Org. Code	Account	Distribution %	Dist. Start Date	Dist. End Date
			61019			
			61019			
			61019			
			61019			

<b>Empower Timekeeping Information</b> Time Approver Name Time Approver Kent State ID Time Approver Position Number
<b>Supervisor Information</b> Supervisor Name Supervisor Kent State ID Supervisor Position Number
<b>Talent Acquisition Information</b> Date of Initial Contact Talent Acquisition Recruiter Posting Advertisement Dates

Principal Investigator (if grant funded)	Date
Research & Sponsored Programs (if grant funded)	Date
Chairperson/Director/Department Head	Date
Unit Budget Approver	Date
Dean/Division Head	Date
Division VP (Appointing Authority)	Date

Email completed and signed request form to [employment@kent.edu](mailto:employment@kent.edu)

**Human Resources use only below this line**

Employee Name	Kent State ID Number
Office of Compliance, EO & AA Approval	Employee Type <input type="checkbox"/> New Hire <input type="checkbox"/> Prior Employee <input type="checkbox"/> Rehired Retiree <input type="checkbox"/> Other
Compensation Approved Rate	Human Resources Records Entry Date