

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 border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>to</td> <td>to</td> <td>to</td> <td>to</td> <td>to</td> <td>to</td> <td>to</td> </tr> </tbody> </table>				Sun	Mon	Tues	Wed	Thurs	Fri	Sat	to	Job Duties/Additional Notes									
				Sun	Mon	Tues	Wed	Thurs	Fri	Sat											
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Funding Information						
Index Name	Index	Org. Code	Account	Distribution %	Dist. Start Date	Dist. End Date
			61019			
			61019			
			61019			
			61019			

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

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

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