



# Southwestern Oregon Community College Temporary Work Request

Received in Human Resources

All requests for temporary employment must be approved prior to start date. Complete Section 1 and send to HR. Once approved form will be returned to you. At that time, you may hire a temporary employee, Complete Section 2 and forward for Required Signatures.

## SECTION 1

**Reason for Request:**  Replacing Employee on Leave     Temporary Project     Seasonal  
 Sub     During Recruitment Process     Other (specify): \_\_\_\_\_

**Description of Temporary Job Duties (attach memo if necessary):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All temporary employment is for 520 hrs or less. For an extension please contact HR prior to 520 hrs.

**Start Date:** \_\_\_\_\_

**Approximate End Date:** \_\_\_\_\_

**PAY INFORMATION:**

Time Sheet

**Hourly Rate:** \$ \_\_\_\_\_

Stipend

**Stipend Amount:** \$ \_\_\_\_\_

**Approximate Hrs per week:** \_\_\_\_\_

**Account(s) to Charge:**

Fund	/	Unit	/	Object Code	-	%
_____	/	_____	/	_____	-	_____ %
_____	/	_____	/	_____	-	_____ %
_____	/	_____	/	_____	-	_____ %
_____	/	_____	/	_____	-	_____ %

Suggested Object Codes:

- 51417 – Temporary work                      51418 – Subs
- 51423 – Leave replacement (contact HR with questions)

Date Approved by HR: \_\_\_\_\_

Copy and Send Original to Hiring Supervisor/Manager

## SECTION 2

All Temporary employees must complete a New Hire packet in HR before employment begins. Temporary employees working in a regular position (i.e. for a regular employee on leave or during a recruitment process) must meet the minimum qualifications for that position.

**NAME:** \_\_\_\_\_ **SSN or SOCC ID#:** \_\_\_\_\_

New Hire     Existing Employee

**REQUIRED SIGNATURES:**

Supervisor/ Manager: \_\_\_\_\_

Date: \_\_\_\_\_

VP or President: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_