SJU Saint Joseph's University
Office of Human Resources

Request to Hire Form – Temporary Assignments

This form should be used for the purpose of hiring/paying temporary positions. This form must be fully completed and received in the Office of Human Resources, Attn: Employment Services, one week in advance of the anticipated start date of the temporary assignment to allow for processing in the HR, Budget & Payroll Offices.

Employment Category Definitions:

- **Temporary Staff, Non-Exempt** can work for a maximum of 6 months, including extensions, and work up to 35 hour per week. This is an hourly/biweekly paid position.

- **Temporary Administrator, Exempt** can work for a maximum of 6 months, including extensions, and work up to 35 hours per week. This is a salaried/semi-monthly paid position. The exempt status must be evaluated by the Office of Human Resources.

- **Graduate Assistant** appointments are for a maximum of one year (for each additional year, a new Request to Hire form will need to be completed). This position will work no more than 20 hours per week. This is an hourly/biweekly paid position and will also receive tuition waiver not to exceed 2 courses per semester.

- **Adjunct Faculty with Atypical Pay Frequencies** are part-time, non-tenure track faculty members employed for a specific class or period of time that differs from the normal adjunct assignment. This is typically a salaried/semi-monthly paid position that does not go through the FLAC system, but can atypical pay frequencies.

If you need a position for more than 6 months or need additional information regarding Employment categories, please contact a member of our Employment Services team in the Office of Human Resources: http://www.sju.edu/int/resources/humanresources/contactus.html

SAINT JOSEPH'S UNIVERSITY
Request to Hire Form – Temporary Assignments

For Office Use Only:
Date Received in HR / Initials
_____

Date: _____

POSITION DATA:

Position Title: _____ Position Number (if known): _____

Department: _____ Division/School: _____

Hiring Manager: _____ Extension & Email: _____

Type (please see page one of this document for specific definitions):

☐Temporary Staff– Non-Exempt ☐Graduate Assistant

☐Temporary Administrator Full-Time – Exempt ☐Adjunct Faculty (with atypical pay frequency)

Anticipated Start Date: _____ Anticipated End Date: _____

Hours per Pay: _____ Anticipated Pay Rate: $_____ per hour *(if known)*

Please select one: ☐I have already identified a candidate (*) ☐I would like to post this temporary position
☐I would like to use a temp agency ☐Please call me to discuss

**If you have identified a candidate, please attach the person's resume.*

JOB DUTIES: Please attach the job responsibilities of this position using the appropriate position description template to be included in the letter of appointment.

DESCRIPTION OF STAFFING NEED: *Please include (or attach) why this temporary person is needed (e.g. Jane Smith is going on a leave of absence).*

_____

_____

BUDGET INFORMATION: *Please identify funding source for this request. Academic Affairs please contact Brian McCauley (x3253) for this information. For all others, if you are not sure of the funding source, please contact Jeff Palmer (x1362).*

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NOTE: If this request involves a reallocation of department funds, please attach a Budget Adjustment Form.

APPROVAL SIGNATURES:

Department Head: _____ Date: _____

Cabinet Member: _____ Date: _____

Once all of the information and signatures above are complete, please return this form to the Office of Human Resources, Attention: Employment. Leaving items blank may result in the delay of processing your request.

COMPENSATION/BUDGET REVIEW:

Recommended Salary Rate: _____

Director Compensation & HRIS: _____ Date: _____

Budgeting & Forecasting: _____ Date: _____

Rev. June 25, 2013