

Instructions for Completing

Request for Temporary/Limited Term Employee Form

This request form should be completed for each temporary assignment.

Each request will be treated as a new assignment, regardless of whether the employee has performed the same job duties in the past and will have the same job title and pay as they did previously.

Send the completed form to the HR Recruiting inbox at HR_recruiting@richmond.edu.

Employee Information

UR ID	Enter Employee ID
First/Last Name	Enter employee first name/last name

Information from Hiring Manager

Timesheet/Leave Report Approver	Enter the name of the individual who will be approving the employee's timesheet or leave report.
Department	Enter the name of the department where the employee will be working.
Start Date	Enter the first date of the assignment.
End Date	Enter the last date of the assignment.

Schedule

Hours per day	Enter the number of hours per day the employee is expected to work and tab to the next field.
Days per week	Enter the number of days per week the employee is expected to work and tab to the next field.
Weeks per year	Enter the number of weeks per year the employee is expected to work and tab to the next field. This should be the period between the start and end dates.
Total hours/year	No entry required. The total hours worked per year will fill automatically after you enter the weeks per year and tab to the next field.

*****NOTE**

Please be as accurate as possible when completing this section as this information will be

used to determine the employee's eligibility to receive benefits.

Job Information

Position Number

If this is a new employee to the University or a different job with different duties than the employee had before, the position number will be assigned by Human Resources.

If new assignment is same as one previously held, the same position number will be used.

Title

Enter the position title and tab to the next field.

Hourly rate

Enter the hourly rate the employee will be paid and tab.

Annual salary

No entry required. The annual salary will fill in after the Work Schedule and hourly rate fields are entered.

Labor Distribution

Enter the Index and Account where the employee's salary should be charged.

Business Purpose – Required

Explain why this employee is currently needed.

Future Plan for Position – Required

Explain what will happen with the position once this assignment is complete.

Approvals

We accept electronic signatures, which are preferred by URHR's auditors. We also accept written signatures; however, we ask that the signature be legible and that you also hand-print the name beside it.

Complete the approvals the way the school/department requires. If the manager/supervisor is completing the Request, please sign in the "Approver" box only. If someone other than the manager/supervisor completes the Request, that individual should sign in the "Preparer" box in addition to having an "Approver."

If this is grant-funded position, the signature of the Grants Accounting Manager should be on the Request prior to its being sent to Human Resources.

HR/Payroll Use Only

To be completed by HR only.