



PAR for TEMPORARY ASSIGNMENTS

DO NOT use this form to Hire Students or Hire Adjunct Faculty

Table with 4 columns: CREATE new temp position, RECRUIT temp for current position, Temporary employee transfer, EXTEND temp assignment, REASSIGN employee temporarily, OTHER

STEP 1 - POSITION DETAILS

Employee Name, Job Title/Classification, Bargaining Unit, Position description, Description attached, Full Time, 3/4 Time, 1/2 Time, 1/4 Time, Other, Salary, Work Hours, Work Days, Start Date, End Date, Relevant information

STEP 2 - DEPARTMENT/DIVISION APPROVAL

Requestor, Dean /Director/Manager, Area Vice President/President, Approved, Disapproved, Date

For Grant Funded positions: Secure Grant Manager's signature before delivering to the Budget/Grants Office STEP 3 - BUDGET / GRANT/ FINANCE APPROVAL

Operating Budget, Percentage, Account #, Budget/Grant Officer's Signature, Grant Name, Grant Manager's Signature, Grant/Contract Manager Signature, Vice President for Finance, Approved, Disapproved, Date

Office of VP for Finance & Administration will forward to the Office of Human Resources

STEP 4 - OFFICE OF HUMAN RESOURCES

President, Social Equity, Date, Control #, HR