



**PAR for TEMPORARY ASSIGNMENTS**

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

OTHER _____	RECRUIT temp for current position _____	Temporary employee transfer _____
EXTEND temp assignment _____	REASSIGN employee temporarily _____	_____

**STEP 1 - POSITION DETAILS**

Employee Name \_\_\_\_\_ Job Title/Classification \_\_\_\_\_ Bargaining Unit \_\_\_\_\_

Position description/classification approved by Human Resources \_\_\_\_\_ 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 \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Executive Director/Manager \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Provost / Designee \_\_\_\_\_ 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**

Cost Center / Grant Name \_\_\_\_\_ Percentage \_\_\_\_\_ Cost Center # \_\_\_\_\_ Position # \_\_\_\_\_

Cost Center / Grant Name \_\_\_\_\_ Percentage \_\_\_\_\_ Cost Center # \_\_\_\_\_ Position # \_\_\_\_\_

Cost Center / Grant Name \_\_\_\_\_ Percentage \_\_\_\_\_ Cost Center # \_\_\_\_\_ Position # \_\_\_\_\_

Controller Signature \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Grant Accountant/Manager Signature \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

Executive Director for Finance \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_

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

**STEP 4 - OFFICE OF HUMAN RESOURCES**

President \_\_\_\_\_ Date \_\_\_\_\_

Control # \_\_\_\_\_  
HR \_\_\_\_\_