



Request to Hire a Temporary Staff Employee

Required for hiring any temporary staff or Kelly temporary staff

Section I: Requestor Details				
REQUIRED FOR ALL NEW ASSIGNMENTS & EXTENSIONS OF EXISTING ASSIGNMENTS PAST 120 DAYS				
Division/VP:		Dept:	Date of Request:	
N/A	Same as Primary Contact	Responsibility	Name	SMU ID
<input type="checkbox"/>	<input type="checkbox"/>	Primary Contact *		
<input type="checkbox"/>	<input type="checkbox"/>	Hiring Authority * (Org Owner/Budget Authority)		
<input type="checkbox"/>	<input type="checkbox"/>	Timesheet Approver *		
<input type="checkbox"/>	<input type="checkbox"/>	Program or Dept Contact		

* Must be a regular (benefit-eligible) SMU employee.

Section II: Temporary Assignment		
REQUIRED FOR ALL NEW ASSIGNMENTS & EXTENSIONS OF EXISTING ASSIGNMENTS PAST 120 DAYS		
<input type="checkbox"/> Payroll Service (Candidate Selected) Temporary Employee has been or will be recruited by Department.	<input type="checkbox"/> Recruit Temporary via Kelly Services A recruiter will contact you after receipt of approved request to initiate recruitment.	<input type="checkbox"/> Authorized SMU Temp (Temp to be paid via SMU PAF) Must obtain HR approval in Section III – C: Budget Approvals.

Section II – A: Assignment Details	
Assignment Desired Start Date <i>Requests need to be submitted prior to first date of work.</i>	Assignment End Dates: Fixed End Date <i>If date is less than 120 days from start</i> OR 120 Days from Start Date (maximum) <i>Recent Budget Approval (Section III) for extending temps past 120 days.</i>
OR	
Job Type	Job Function
<input type="checkbox"/> Temporary Help for vacant benefit-eligible position - Vacant Position # Required: _____	<input type="checkbox"/> Administrative, clerical, office help including marketing, IT, financial professionals
<input type="checkbox"/> Fixed-Duration (Single Occurrence) Temporary Help (i.e. coverage for regular staff on leave or similar occurrence) – <i>Provide specific circumstance below.</i>	<input type="checkbox"/> Data-Collection, Observing, Recording/Data-Entry in any setting except scientific laboratories or with direct-patient interaction such as in health care
<input type="checkbox"/> Seasonal (Reoccurring) Temporary Help (i.e. seasonal programs/camps, admission help, special events, peak season)	<input type="checkbox"/> Instructional, Informal Education, Secondary Education Teachers, Tutors, Academic teaching duties
<input type="checkbox"/> Pier Diem (as needed) Temporary Help (i.e. on-going help to handle extra workload) – <i>Provide circumstances for need below.</i>	<input type="checkbox"/> Security Officer/Guard
<input type="checkbox"/> Special Project (Singular Occurrence) Temporary Help	<input type="checkbox"/> Customer Relations, Guest Services, Event Services
<input type="checkbox"/> Fixed-Term (Re-occurring) Academic-Related Intern or Fellow	<input type="checkbox"/> Recreational sports/Dedman Rec Center Staff
<input type="checkbox"/> Fixed-Term Visiting Scholar or Instructor (not an adjunct)	<input type="checkbox"/> Performing or Visual Arts, Models, Musicians
<input type="checkbox"/> Vacant Approved Position Temporary Help	<input type="checkbox"/> IT or Finance Professionals
<input type="checkbox"/> Other – Please explain:	<input type="checkbox"/> Librarians or Library Staff
	<input type="checkbox"/> Other:

Assignment Short Description (1-2 sentences)

Functional Job Title

Section II – B: Selected Candidate
Kelly Services will complete for temporaries Recruited via Kelly Services.

Candidate Name:	
SMU ID (if known):	Phone:
Email:	

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Temporary Employee Name:				
SMU ID:		Division/Dept:		
<i>HR or Kelly Services will complete for Recruited Candidates.</i>				
Section III: Budget Approval				
REQUIRED FOR ALL NEW ASSIGNMENTS & EXTENSIONS OF EXISTING ASSIGNMENTS PAST 120 DAYS				
<input type="checkbox"/> Payroll Service (Candidate Selected)		<input type="checkbox"/> Recruit Temporary via Kelly Services		<input type="checkbox"/> Authorized SMU Temp
Section III – A: Assignment Pay Details				
REQUIRED FOR ALL				
Hourly Rate <small>for Payroll Svcs or SMU Temp Hire</small>		Hourly Range <small>for Temps Recruited via Kelly Svcs</small>		Average Weekly Hours
Earnings Distribution to Charge Temporary Employee's Wages				
Fund		Org #		Project (if applicable)
Section III – B: Approvals for Hiring Temporaries				
REQUIRED FOR ALL				
Required Approver	Name of Approver	Signature of Approver	Date Approved	Approval Attached
Org Owner (Budget Authority)				<input type="checkbox"/>
Division Approval: VP or AVP/Dean or Authorized Delegate				<input type="checkbox"/>
Division Approver Comments:				
Section III – C: Approvals for Grant-Funded Temporaries				
REQUIRED FOR GRANTS ONLY				
Primary Investigator (PI)				<input type="checkbox"/>
OPTIONAL TIME-APPROVER DELEGATE: <i>I authorize the below named individual(s) to be my delegate for approval of hours worked by Kelly Service Temp Staff Employees.</i>				
Delegate 1 Name:			<input type="checkbox"/> Duration of Assignment OR	
			<input type="checkbox"/> Date Range:	
Delegate 2 Name:			<input type="checkbox"/> Duration of Assignment OR	
			<input type="checkbox"/> Date Range:	
Grant Contracts & Accounting (GCA)				<input type="checkbox"/>
PI/GCA Approver Comments:				
Section III – D: Approvals for SMU Hires				
REQUIRED FOR TEMPS HIRED ON SMU PAYROLL ONLY				
Human Resources				<input type="checkbox"/>
HR Approver Comments:				