TEMPORARY STAFFING REQUEST FORM





Department of Human Resources

Please email completed Temporary Staffing Request Forms to the Department of Human Resources

New positions require a job description and position banding prior to this form being submitted

Please Note: Incorrect, incomplete or outdated forms will be sent back to the Hiring Manager

Job Title: OPSEU Exempt		Start/Effective Date:			
		Recommended End Date:			
Hiring Department:	Salary/Wage Full Cost (salary, benefits*, other): \$				
Manager/Chair/Supervisor's Name and Title:		Band:	Step:		
		Salary Account #:			%
					%
EMPLOYMENT DEFINITION AND DURATION					
	Duration:	_ Weeks	Months	Hours of Work Per Week:	
☐ 3 months or less and/or not planning to post					
Reason:	Name of Incumbent (if applicable):				
If other; please provide additional details:					_
ADDITIONAL INFORMATION					
Justification for Request:		If applicable, additional work details:			
Explanation of Budget Source:		If applicable, please include details of temporary change in hours or upgrade:			
		in nours or upg	iraue.		
APPROVALS					
SUBMITTED BY DEAN/DIRECTOR/AVP/VP					
Name:		_ Title:			_
Signature:		Date:			_
APPROVED BY HUMAN RESOURCES		APPROVED BY BUDGET OFFICE			
Name:		Name:			
Signature: Dat	·e·	Signature:		Date:	

^{*} Mandatory benefits (Workplace Insurance, Vacation, CPP, EI and Employer Health Tax) are required for all contract positions – this cost is an additional 14% (approx.) of the salary for the duration of the contract