|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section I: Requestor Details** | | | | | | |
| Division: | | | Department: | | Date: | |
| **N/A** | **Same as Primary Contact** | **Responsibility** | | **Name** | | **SMU ID** |
|  |  | Primary Contact | |  | |  |
|  |  | Hiring Authority | |  | |  |
|  |  | Timesheet Approver | |  | |  |
|  |  | Program/Dept Contact | |  | |  |

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| **Section II: Temporary Assignment** | | | | | |
| Payroll Service  (Candidate Selected) | | Recruit Temporary via  Kelly Services  To Initiate recruitment, complete  Section V: Recruitment Details | | | 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** | **Assignment End Dates** | | | | |
| **Fixed End Date** | | | **OR 120 Days from Start Date (maximum)** | |
|  |  | | |  | |
| **Job Type** | | | | **Job Function** | |
| Fixed-Term Temporary Help | | | | Academic/Clerical/Administrative | |
| Seasonal (Reoccurring) Temporary Help | | | | Data-Collection, Observing, and/or Recording (non-Laboratory) | |
| Pier Diem (as needed) Temporary Help | | | | Instructional, Informal Education, Tutors, Academic job duties | |
| Special Project Temporary Help | | | | Security | |
| Non-Benefit Eligible Fixed-Term Intern | | | | Customer or Guest Services | |
| Non-Benefit Eligible Fixed-Term Visiting Scholar | | | | Recreational Sports | |
| Temporary Help due to Vacant Regular Position | | | | Performing or Visual Arts | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
| **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: | | | Phone: | | |
| Email: | | | | | |

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| **Section III: Budget Approval** | | | | | | | | |
| Payroll Service  (Candidate Selected) | | Recruit Temporary via  Kelly Services | | | | Authorized SMU Temp | | |
| **Section III – A: Assignment Pay Details**  **REQUIRED FOR ALL** | | | | | | | | |
| **Hourly Rate**  for Payroll Srvs or SMU Temp Hire | | **Hourly Range**  for Temps Recruited via Kelly Srvs | | | | **Average Weekly Hours** | | |
|  | |  | | | |  | | |
| **Earnings Distribution to Charge Assignment** | | | | | | | | |
| **Fund** | | **Org #** | | | | **Project (if applicable)** | | |
|  | |  | | | |  | | |
| **Section III – B: Approvals for Hiring Temporaries**  **REQUIRED FOR ALL** | | | | | | | | |
| **Required Approver** | **Name of Approver** | | **Signature of Approver** | | | | **Date** | **Approval Attached** |
| **Org Owner**  **(Budget Authority)** |  | |  | | | |  |  |
| **Division Approval:**  **VP or AVP/Dean or Authorized Delegate** |  | |  | | | |  |  |
| **Division Approver Comments:** | | | | | | | | |
| **Section III – C: Approvals for Grant-Funded Temporaries**  **REQUIRED FOR GRANTS ONLY** | | | | | | | | |
| **Primary**  **Investigator (PI)** |  | | |  | | |  |  |
| **OPTIONAL TIME-APPROVER DELEGATE:** *I authorize the below named individual(s) to be my delegate for approval of hours worked by Kelly Service Temp Staff Employees.* | | | | | | | | |
| **Delegate Name:** | | | | | **Duration of Assignment OR**  **Date Range:** | | | |
| **Delegate Name:** | | | | | **Duration of Assignment OR**  **Date Range:** | | | |
| **Grant Contracts & Accounting (GCA)** |  | | |  | | | |  |
| **PI/GCA Approver Comments:** | | | | | | | | |
| **Section III – D: Approvals for SMU Hires**  **REQUIRED FOR TEMPS HIRED ON SMU PAYROLL ONLY** | | | | | | | | |
| **Human**  **Resources** |  | | |  | | | |  |
| **HR Approver Comments:** | | | | | | | | |

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| --- | --- | --- | --- |
| ***Human Resources or Kelly Services Use Only:*** | | | |
| **Candidate Name:** | | | **SMU ID:** |
| **Division/Dept:** | | **Assignment Dates:** | |
|  | Transitioned to Kelly Services on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Bridged with SMU PAF dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |