

REQUEST FOR TEMPORARY PERSONNEL

This form will be used to initiate the temporary personnel hire process. Please complete the form and attach to the eVA purchase requisition. To do so, **print** the form as a **PDF** document. Complete instructions can be found at: <http://adminfinance.umw.edu/hr/employment-opportunities/temporary-staff/>.

New Request
 Request Modification
 Date: _____

1. To whom will the employee report? _____
2. Who is responsible for signing time cards? _____
3. Who will the person ask for on the first day? _____
4. Where is the location of the assignment? _____
5. What are the expected dates of the assignment? _____ to _____
6. How many hours are requested per week? _____
7. What is the preferred work schedule? _____
8. Please choose the position type requested: _____

10. Would you prefer to:
- Review applications and conduct 'in person' interviews
 Review applications and select without an interview
 Name of person conducting interview
 Phone number
 Review applications and conduct phone interviews
 Name of person conducting interview
 Phone number, location, date, time

11. Will this person be required to drive a state vehicle? Yes No
12. Will this person be required to transport students using a state vehicle? Yes No
All personnel who are required to transport students must complete the [Van Familiarization Program](#).
13. Who is the department buyer responsible for the eVA entries? _____
14. Does the eVA buyer in question 13 have a small purchase charge card? Yes No _____
E-mail address of buyer

15. Please list e-mail addresses to which signed time cards and paid invoices should be sent:
- E-mail 1
 E-mail 2
 Marilyn Birriel, HR

Additional Information: