



## Casual Worker and Helper/Aid Request Form

Office of Human Resources

Check One:     CASUAL WORKER     HELPER/AID

*(Employee cannot also be currently working as a student assistant.)*

Please attach the following paperwork:

- ◆ Appointing PTF
- ◆ Separating PTF
- ◆ Job description
- ◆ Temporary Application Form, which can be found at [http://www.csus.edu/hr/staff/documents/Temp\\_application\\_nonrepresented.doc](http://www.csus.edu/hr/staff/documents/Temp_application_nonrepresented.doc)

### Employee Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Gender:     M     F                      Social Security Number: \_\_\_\_\_

### Department Information

Department: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Approval Information

\_\_\_\_\_  
*Request Prepared By (Please Print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approval Signature (MPP)*

\_\_\_\_\_  
*Date*

**Please send completed request form and required attachments to:**

Linda Robles  
Office of Human Resources  
Sacramento Hall, Room 173  
Campus Zip 6032