



TEMPORARY EMPLOYMENT REQUEST FORM

Submit the following to Human Resources, Classification & Compensation:

- Completed Temporary Employment Request Form
- Organizational Charts (must include names, classifications/skill-levels, and show reporting relationships)
 - Current & Proposed
- Proposed position description
- Background check form

Scan and send the request by e-mail to classandcomprequests@csus.edu. If you do not have scanning capability, mail the request to Campus Zip 6032, ATTN: Classification & Compensation.

Appointment Type: _____

1. REQUEST JUSTIFICATION

Requested By (Name of Manager/MPP): _____

Title and Administrator Level: _____

Prepared By: _____

Request type (check one): Initial Request Request for extension

If extension, list date of initial request: _____

Describe the organizational need for this request:

Is a recruitment needed? Yes No

If yes, anticipated recruitment date: _____

If no, please explain why:

2. REQUEST DETAILS

Department/Location: _____

Appropriate Administrator: _____ **Ext:** 8 - _____

Job Classification*: _____

*Job Classification will ultimately be determined by HR, Classification & Compensation, based on the position description provided.

Requested Start Date: _____ **Expected End Date:** _____



Based on the federal regulations under the Affordable Care Act (ACA), individuals who meet the new criteria for benefits eligibility will be offered the opportunity to enroll in medical coverage for self and eligible dependents. Medical coverage can be waived, and the employee can opt for FlexCash in lieu of medical coverage.

POSITION TIMEBASE

Will the position work an average of 130 hours (0.75 timebase) per month or more during the duration of the appointment? Yes No

Employee Timebase: .01 (ex: Events) .5 (Avg. 20 Hrs)
 .75 (Avg. 30 Hrs) 1.0 (Full-Time)

NOTE: Any change in timebase during the duration of the appointment requires an updated PTF.

2. CANDIDATE/EMPLOYEE INFORMATION

Name of selected candidate: _____

Previous CSUS Employee? Yes No

Currently Enrolled as a CSUS Student? Yes No

If yes, is the candidate currently working in a student assistant position? Yes No

RETIRED ANNUITANT INFORMATION

Sacramento State Retiree? No Yes If yes, Retirement Date: _____

CalPERS Retiree? No Yes If yes, Retirement Date: _____

Agency Name: _____

3. SALARY INFORMATION

Proposed salary: _____

Salary Justification:

4. ADMINISTRATOR REVIEW & AUTHORIZATION (For HEERA Designated Managers ONLY)

Manager Authorization

Date

Dean/Director/AVP Authorization

Date

Vice President/Provost Authorization (REQUIRED)

Date



FOR HUMAN RESOURCES USE ONLY

Approved as (appointment type):

C&C Approval Signature

Date

ES Approval Signature

Date