



Complete this **Colonial Temps Temporary Employee Request Form** to request a ColonialTemp. For assistance contact Colonial Temps at 202-994-0898. Email completed form to [ita@gwu.edu](mailto:ita@gwu.edu) or directly to Colonial Temps staff.

Initiator/Requestor Name:	Telephone Number:	Email:
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**A. Department Information**

Department and Division Name:		
Site Supervisor Name:		Site Supervisor GWID:
Department Timekeeper:		Department HR Services Representative:
Banner Organization Code:	Is this a grant-funded role? <input type="checkbox"/> Yes <input type="checkbox"/> No	Labor Distribution Code(s) & Percentages if applicable:

**B. Job Information and Requirements**

Proposed Job Title:		
Proposed Start Date:	Proposed End Date:	Duration of Assignment:
Work Address:		
Work Schedule: <input type="checkbox"/> Monday to Friday <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Other	Expected Hours Worked/ Week: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (specify hours worked/week _____)	
Are students eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes:</b> <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Dress Code: <input type="checkbox"/> Casual <input type="checkbox"/> Business Casual <input type="checkbox"/> Business <input type="checkbox"/> Uniform	
Job Description (or attach file):	Job Skills (i.e. MS Word, iBuy, customer service, pivot tables, etc.):	
Department to review resumes? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department to interview candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**C. Access**

Will the ColonialTemp have access to any of the following (check all that are applicable)? <input type="checkbox"/> Social Security Numbers <input type="checkbox"/> Dates of Birth <input type="checkbox"/> P-Card or Credit Card Information <input type="checkbox"/> Master keys, keys, or unrestricted access to secure areas
Will the ColonialTemp be asked to process financial transactions? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the ColonialTemp drive/operate a university vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No

**D. Compensation**

Maximum hourly wage available to be paid to the ColonialTemp* *This hourly rate does not include any fees charged. Please contact Colonial Temps for clarity if needed.	\$
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**E. Review and Approvals**

Approver	Title	Printed Name	Signature	Date
Department				
Finance Director (Required)				
Sponsored Project (If applicable)				