

Request to Extend Job Assignment

When completed, please submit the final form to HR Information Systems at hris@gwu.edu. The HR Business Partner will be notified of the successful completion of this request by HRIS.

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Request Type	
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2. Employee Information

Employee Legal Name	First Name	Middle Name	Last Name		
GWID		Division/School			
Original Start Date		Position Number		Supervisor Name	
Physical Work Location (Address)		Position Designation			

3. Transaction Details

Revised End Date		Total Hours Worked in Past 12 Months*		Banner Org Number	
What is the reason for the request to extend the temporary job?					
Schedule Hours/Week					

**For temporary jobs only*

3. Approvals - route to next appropriate approver

	Print Name	Signature	Date
HR Business Partner			
Finance Director			
Research Funded Approval (PODs)			
HR Director <i>(Only if total duration of job is longer than 18 months for staff or 36 months for research)</i>			