

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.

1. Request Type

2. Employee Information

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

3. Transaction Details

Revised End Date		Total Hours Worked in Past 12 Months*	
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			
OVPR <i>(Only if funded by research)</i>			
HR Director <i>(Only if total duration of job is longer than 18 months for staff or 36 months for research)</i>			