

# Temporary Hire Form

Talent Acquisition will submit completed form, signed offer letter, and resume to HRIS at [hris@gwu.edu](mailto:hris@gwu.edu). If the employee is in a student role, please contact Student Employment ([gwse@gwu.edu](mailto:gwse@gwu.edu)) to terminate the student position with an end date prior to the start of this temporary role. This is a fillable PDF - **do not print**.

The \* symbol indicates that this field is required. If you do not complete all required fields, the request will not be fulfilled.

1. Request Type\*

## 2. Employee Information

Employee Name*	First Name	Middle Name	Last Name
Employee GWID* (Must be 9 characters)		Division/School*	
Employee Status*		Work Location* <i>"Work Location" is the address of where you work more than 50% of the time. Work location should reflect your physical work location (i.e., not where your department resides or where work is assigned from).</i>	

## 3. Transaction Details

Home Org Number*		Level of Support*	
Position Number* (Search <a href="#">Active Position Inventory Report</a> and enter position number in this space)		If Position Number is <b>not available</b> , select this box to indicate that a position number needs to be generated	
Job Title*			
Hourly Rate*		Number of Hours Per Week*	
Start Date*		Expected Job End Date*	*Staff Wage 12 Months Max *Research Wage 36 Months Max
Supervisor GWID*		Supervisor Name*	

Job Summary*		
Banner Index Funding* (Numbers only, 6-digits)	Account	Percentage (Percentage must be given for request to be fulfilled by HRIS)
	51226	%
	51226	%
Will the temporary hire drive or operate a university vehicle?*	Yes	No

4. Request for a Secondary Job (Confirm if individual has current primary job. If yes, you must acquire the following signatures.)

	Print Name	Signature	Date
Primary Supervisor			
Secondary Supervisor			

5. Approvals - Route to Next Appropriate Approver

Approval Needed		Print Name	Signature	Date
✓	HR Business Partner			
✓	Finance Director			
	OVPR (Only if funded by Research)			
	Compensation (Only for jobs outside wage matrix or request for secondary job)			
✓	Talent Acquisition			