



Complete this **Colonial Temps Temporary Employee Request Form** to request a ColonialTemp. For assistance contact Colonial Temps at (202) 994-8078. Email completed form to 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 If Yes: <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.	

E. Review and Approvals

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