NOTE: A Wage Hire Form, Resume, and Justification Memo must accompany this request. Additional jobs must be categorized as temporary/wage account positions.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Primary Job Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_____Regular Full Time</td>
<td>_____Regular Part Time</td>
<td>_____Temporary</td>
</tr>
<tr>
<td>Department Requesting the Additional Job</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1). Is the temporary additional job in the same department as the employee’s primary job?   ____Yes____No*
   * If no, the primary department must consent to the temporary additional job and sign below.

2). Briefly describe the duties the employee will perform in the temporary additional job.

3). What factors support the selection of the employee for the temporary additional job?

4). What is the duration of the temporary additional job?   Start date _________  End date _________

5). What is the schedule of the temporary additional job? [Number of Days and Hours Per Week]

6). How was the rate for the temporary additional job determined?

If the employee’s primary job is a regular full time or a regular part time job, please answer question # 7:

7). Is the temporary additional job related to the employee’s primary job?   ____Yes____No
   Please provide an explanation to the answer above.

Requesting Department Signature ____________________________ Date ____________

Primary Department Signature ____________________________ Date ____________