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| **Section 1: To Be Completed by Hiring Department** |
| **Date:** Click or tap to enter a date.  | **Dept. Name & Account #:** Click or tap here to enter text. |
| **Period of Coverage:** **From:** Click or tap to enter a date. **To:** Click or tap to enter a date. OR **Indefinite/Until Permanent Hire** [ ]  |
| **Work Schedule (Days/Hours):** Click or tap here to enter text. |
| **Reason for Coverage** | **Temporary Leave Substitution** |[ ]  **For Whom:** Click or tap here to enter text. |
|  |  |  | **Leave Reason:** Click or tap here to enter text. |
|  | **Temporary Coverage for Vacant Position** |[ ]  **Vacant Position:** Click or tap here to enter text. |
|  | **Temporary Additional Help** |[ ]  **Reason:** Click or tap here to enter text. |
| **Brief explanation of duties and responsibilities:** |
| Click or tap here to enter text. |
| **Special Qualifications:** |
| Click or tap here to enter text. |
| **Alternatives Investigated: (Please indicate the alternative courses of action you have considered to provide coverage).****Can assistance be provided through any other sources (work study, other departments, etc.)?** |
| Click or tap here to enter text. |
| **Can a combination of call forwarding and/or utilization of other department staff provide coverage during this time period?** |
| Click or tap here to enter text. |
| **Can adequate coverage be obtained with a longer work schedule for current staff? Please identify hours and days required.** |
| Click or tap here to enter text. |

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| **Identify Source of Funding Chart String** |
| Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Position Manager** | **Divisional Budget and Operations Lead** |

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| **Section 2: To Be Completed by the Office of Human Resources and Budget** |
| **Person Assigned/Reports To:** | Click or tap here to enter text.  |
| **Person Managing Time in Kronos For Temp Employee** | Click or tap here to enter text. |
| **Person Assigned:** | Click or tap here to enter text.  |
| **Hours/Days/Week:** | Click or tap here to enter text. | **Pay Rate:** | Click or tap here to enter text. |
| **Start Date:** | Click or tap to enter a date. | **End Date:** | Click or tap to enter a date. |
| **Position Number:** | Click or tap here to enter text. | **Job Code:** | Click or tap here to enter text. |
| **Transfer Funds** | **From Account #:** | Click or tap here to enter text. |  |
| **Transfer Funds****Total Transfer Amount:** | **To Account #:** | Click or tap here to enter text. |
| Click or tap here to enter text. |  |

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| **Approvals** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Chief Human Resources Officer or Director of Human Resources** | **Associate Director for Budget** |