

TEMPORARY STAFFING REQUEST FORM

NON-ACADEMIC STAFF POSITIONS



Department of
Human Resources

Please email completed Temporary Staffing Request Forms to the Department of Human Resources
New positions require a job description and position banding prior to this form being submitted
Please Note: Incorrect, incomplete or outdated forms will be sent back to the Hiring Manager

Job Title: _____ Start/Effective Date: _____
 OPSEU Exempt
Recommended End Date: _____
Hiring Department: _____ Salary/Wage Full Cost (salary, benefits*, other): \$ _____
Manager/Chair/Supervisor's Name and Title: _____ Band: _____ Step: _____
Salary Account #: _____ - _____ - _____ %
_____ - _____ - _____ %

EMPLOYMENT DEFINITION AND DURATION

Duration: ___ Weeks Weeks Months Hours of Work Per Week: ___
 3 months or less and/or not planning to post
Reason: _____ Name of Incumbent (if applicable): _____
If other; please provide additional details: _____

ADDITIONAL INFORMATION

Justification for Request: _____ If applicable, additional work details: _____
Explanation of Budget Source: _____ If applicable, please include details of temporary change in hours or upgrade: _____

APPROVALS

SUBMITTED BY DEAN/DIRECTOR/AVP/VP Name: _____ Title: _____ Signature: _____ Date: _____	
APPROVED BY HUMAN RESOURCES Name: _____ Signature: _____ Date: _____	APPROVED BY BUDGET OFFICE Name: _____ <div style="border: 1px solid black; height: 40px; width: 100%;"></div> Signature: _____ Date: _____

* Mandatory benefits (Workplace Insurance, Vacation, CPP, EI and Employer Health Tax) are required for all contract positions
– this cost is an additional 14% (approx.) of the salary for the duration of the contract
Note: Only Exempt contracts that are over 1 year are eligible for Health/Dental benefits- this cost is approximately \$450 per month V1: Updated September 2017