

# AUTHORIZATION TO HIRE: University Staff-Temporary

The Human Resources Office must receive this completed request and notify you of approval before the employee begins working

Department/Office: \_\_\_\_\_ Proposed Title: \_\_\_\_\_

Starting Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours per week anticipated: \_\_\_\_\_

*Note: This position will be benefits eligible if Wisconsin Retirement System eligibility requirements are met. Employees must work at least 1200 hours and greater than one year.*

Office Location and Extension of UST: \_\_\_\_\_ Ext. \_\_\_\_\_

Individual Recommended: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Cost center name and number: \_\_\_\_\_  
(Note: Account must have sufficient salary budget to cover request.)

This position will be supervised by: \_\_\_\_\_

Timesheet approver: \_\_\_\_\_ Backup Timesheet Approver: \_\_\_\_\_

**Position Description must be attached before routing for signature**

---

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing here, you certify that the employee is qualified to perform the duties of this position; and that the total duration of the employment will not exceed 1044 hours in a calendar year*

Account Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

Cabinet Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**FORWARD TO OFFICE OF HUMAN RESOURCES, OLD MAIN 201**

**FOR PERSONNEL OFFICE USE ONLY**

Request Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Classification Title: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Job Code: \_\_\_\_\_ EEO Category: \_\_\_\_\_

Salary Schedule: \_\_\_\_\_ Range: \_\_\_\_\_

WRS Eligible:    Yes    No

Budget Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

**UNIVERSITY STAFF-TEMPORARY EMPLOYMENT ACKNOWLEDGMENT**

I understand that temporary employment does not give me rights to any permanent position, and does not lead to permanent status.

I understand that as a temporary employee, I am not eligible for tenure, paid time off (e.g., compensatory time off, vacation, holidays, sick leave), and that I cannot exceed 1,040 hours in a twelve-month period.

I understand that as a temporary employee, I may be eligible for worker's compensation, unemployment compensation and social security coverage.

I understand that as a temporary employee, I may become eligible for group insurance and retirement benefits under Ch. 40, Wis. Stats. (Public Employee Trust Fund).

I understand that temporary employment is governed by The University of Wisconsin System, UPS Operational Policy: HR 7 and local policy, University Staff Temporary and Project Appointments.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date