## Temporary Services Employment Request Form Extra Help Request Form

The HR Compensation Analyst will review this form and reply by email the outcome of your request.

Department:
Contact Person:
E-mail:
Extension:
Title of Person being replaced (if applicable):
Hours per Week Needed:
Length of Time Needed:
Approx. Start Date:
Brief Description of Duties to be Performed:
Recommended Rate of Pay \$

## **Temporary Employee Casual Employee Student Employee**

If your department has any other extra help employees, please list name, title, and rate.