

Temp/Contractor Request Process Flow

The URIC Requestor completes the "Temporary/Contractor Request Form" choosing either Direct or Sourced Temp.

If the total cost of the temp (including temp fee, if applicable) is less than \$20,000 no signatures are required. Complete page 1 of the form only and the send to Beth Abbott for review

The Request Form is forwarded to Talent Acquisition, who will work directly with URIC requestor to fill the temp requests.

Temp requests \$20,000 or greater require approval by the Position Approval Committee. URIC Requestor completes pages 1 and 2 of the Request Form and sends to Beth Abbott for Review

The Request Form forwarded to the Vice President for Research, Jay Walsh, for his Review and Approval

The approved Request Form is forwarded to the Position Approval Committee for their Review and Approval

The Position Approval Committee Reviews requests weekly with a minimum 10-day turnaround time