

Temporary/Contractor Request Form

1. Complete Temporary/Contractor Request Form:
 - a) Direct Temp
 - b) Sourced Temp
 - c) Contractor
 - i. Independent Contractor
 - ii. Staffing Agency
2. Send completed request form to Beth Abbott:
 - a) If request is less than \$20,000, or 70% or greater funded from sponsored research project (610, 620, or 650) does not require Position Approval Committee Review.
 - i. Complete all of page 1
 - ii. First box of page 2 (just tell me why you need the position)
 - iii. Signature from requestor and Director/Business Admin (don't need Faculty Director Signature)

- b) If request is greater than \$20,000 and funded from non-sponsored sources, the request will need Position Approval Committee Review.
 - i. Complete entire form, pages 1 and 2
 - ii. Need all 3 signatures from requestor, Business Admin/Director, and Faculty Director
 - iii. Will be sent to Milan Mrksich for review and approval and then on to the Position Approval Committee

3. Contractors:

- a) Independent Contractors: Include Independent Contractor Questionnaire (ICQ) approved by compensation.
- b) Staffing Agency: Work with Beth for list of required documentation. Do not sign an agency contract without prior review from our office (may need OGC review)

4. Sourced Temps:

- a) Send all completed and required forms to Beth Abbott for further processing with HR Talent Acquisition.

5. Direct Temps:

- a) Complete the Temporary/Contractor Request Form and Send to Beth Abbott for review and for possible questions
- b) Enter request (if <\$20K) in OnBase (ensure sections 1 and 2 of eVerify are completed first)
- c) Upload Personal Data Form, State, and Federal tax forms. Do not attach the Request Form
- d) In one of the spaces for additional email, add my email address. This way I receive notifications that the request has been approved by HR Payroll Operations

• QUESTIONS?