

School of Education

Temporary Employee Form



Temp name:

Temp email:

SUID# (if applicable):

Temp Title:

Dept:

Hourly Rate/Contract Amount:

Start date:

Pin #:

Who will they report to:

If you do NOT have a PIN please email atwelker@syr.edu the following:

- Start Date
- End Date
- Whom the employee will report to
- Working Title (position title)
- Hourly Rate/Contract Amount
- Justification for Position
- Short description summarizing position
- Job Responsibilities
- Salary chartstring