

# Hiring Temporary Employees

In order to hire a temporary employee please submit a [Temporary Employee Hire Form.pdf](#) to the Business Office.

Please note that Temporary Employee hires may take longer to process due to COVID-19 policy changes.

You will need the following information to submit this form:

- 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

## Human Resources/Payroll

- [Employee Payrate/Chartstring Change](#)
- [Field Supervisors](#)
- [Hiring Student Employees](#)
- [Hiring Temporary Employees](#)
- [Part-Time Instructor \(PTI\) Requests](#)

## Academic

- [Agency Agreement Flowchart](#)
- [Fellowship Process Flow Chart](#)
- [Graduate Assitantships](#)
- [Graduate Student Travel Grant Program](#)
- [Part-Time Instructor \(PTI\) Requests](#)
- [Reconfigure Student Award](#)

## Disbursements

- [Employee Expense Reimbursement](#)
- [Faculty Travel Request](#)
- [Interdepartmental Order \(ID\)](#)
- [Payment for Professional Services](#)
- [Purchase Orders \(POs\)](#)
- [Requisitions](#)
- [Stipend Payments](#)
- [Travel Vouchers](#)

## Procurement Cards

### Content by label

There is no content with the specified labels

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