

# REQUEST FOR UTEMP

*If you'd like to use this as a fillable form, please open it with Adobe*

Requested by: \_\_\_\_\_ on \_\_\_\_\_  
*Faculty/Staff* *Date*

Who will be the UTemp's direct supervisor? \_\_\_\_\_

IDT Account Number: \_\_\_\_\_

UT Job Title: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

Start Date: \_\_\_\_\_ Projected End Date: \_\_\_\_\_

If you have already located a candidate for the position, please provide their name and EID:

\_\_\_\_\_

If this is to replace a current or previous UTemp, please provide their name:

\_\_\_\_\_

Will the UTemp need a UT photo ID? ☐ Yes ☐ No

Will the UTemp drive a UT vehicle? ☐ Yes ☐ No

Hours Per Week: \_\_\_\_\_

Work Hours: \_\_\_\_\_

Additional notes about work hours: \_\_\_\_\_

\_\_\_\_\_

Please choose an option:

☐

I would like to review resumes before a UTemp is assigned

☐

I would like UTemps staff to review resumes and assign a UTemp

Purpose of Position:

Essential Functions:

Required Qualifications:

Preferred Qualifications:

Working Conditions: May work around standard office conditions. Repetitive use of a keyboard at a workstation. Use of manual dexterity. [Add any additional work conditions, such as travel, within and outside Texas, work on nights and weekends, etc.]

\*NOTE: If office space is needed, please consult with Tomas Gomez, [tgomez@austin.utexas.edu](mailto:tgomez@austin.utexas.edu)

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Signature or Electronic Signature of Mgr. or Designee

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Date

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Approved by CBO or Dean

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Date

Please submit this form to Fran Pena in HR at [f.pena@austin.utexas.edu](mailto:f.pena@austin.utexas.edu)

Updated 1/09/19