

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:

Will this position require access to the Mainframe (i.e. DEFINE, processing travel authorizations and reimbursements, purchase orders, office supplies, etc.)? Yes No

Please choose an option:

I would like to review resumes before a UTemp is assigned

I would like UTemp's 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 of Texas, work on nights and weekends, etc.]

***Note:** *If office space is needed, please consult with Tomas Gomez, tgomez@austin.utexas.edu*

Signature of Electronic Signature of Mgr. or Designee

Date

Signature – Approved by CBO or Dean

Date

Please submit this form to Fran Pena in HR at f.pena@austin.utexas.edu