

# 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](mailto: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 [lbjhr@austin.utexas.edu](mailto:lbjhr@austin.utexas.edu).