



University Staff Temporary Appointment Request

Campus/Division:	
Department:	Dept. ID (number):
Prospective Employee Name:	New Employee?
Previous Incumbent Name and Employee ID:	Job Code:
Did the prospective employee work for a WRS employer prior to July 1, 2011?	
Do you anticipate the employee will work more than 1200 hours this year?	More than 600?
Job Duties (Attach position description if more room is necessary):	
Supervisor or Campus/Division Lead Name	Supervisor or Campus/Division Lead Signature
RADAF/Budget Holder Signature	
HR Signature	
Classification (designated by HR):	
Job Code:	Rate Max(\$):
Appointment HR Approval:	Approve Deny
HR Comments:	