



Position Request Form – Temporary and Hourly Student Positions

Important information

This form is used to capture the necessary position data in order to create a student or temporary position. This form should be completed by the position supervisor.

Please do not have your employee begin working prior to receiving an All Approvals Obtained email. Allowing an employee to begin working prior to HR approval is in violation of the University background policy. This form does not serve as approval – this is a request form.

Requestor Contact Information:

First Name _____

Last Name _____

School/Dept _____

Request Type:

Single Position

Multiple Position Requests (*If this is a multiple position request, please indicate number of positions needed _____*)

The below information is needed to create or edit positions within UGAJobs.

Title:	
Supervisor Name:	
Proposed Start Date (at least 2 weeks after submission date):	
Brief Summary of Position:	
Hourly Rate of Pay:	
Funding Source/Combo Code:	
Standard Weekly Hours:	
Campus Address:	

The below questions determine if the position is a position of trust.

Does this position require a P-Card? Yes/No	
Is having a P-Card an essential function of this position? Yes/No	
Is driving a requirement of this position? Yes/No	
Does this position have direct interaction or care of children under the age of 18 or direct patient care? Yes/No	
Does this position have operation, access, or control of financial resources? Yes/No	
Does this position have Security Access (e.g., public safety, IT security, personnel records, or patient records)? Yes/No	



Name and Email of Applicants (for direct hires)

Candidate name	Email	Is this candidate currently enrolled in classes?	Is this candidate a returning employee?	Does this candidate have another job on campus?	Does this candidate live in the state of Georgia?

For Temporary positions:

<u>Duties – Must be 3 or more</u>	Percentage of Effort (%)

Comments/Notes: