

# Temporary Hire Form

New Hire

Rate Change

Request for Secondary Job

## 1. Employee Information

Employee Legal Name	First Name	Middle Name	Last Name
Employee GWID	G	Division/School	

## 2. Transaction Details

Home Org Number		Level of Support	
Position Number		Job Title	
Hourly Rate		Scheduled Hours/Week	
Start Date		Expected Job End Date*	*Staff Wage 12 months max Research Wage 36 months max
Supervisor Information	Supervisor GWID G	Supervisor Name	
Job Summary:			
Banner Index of Funding	Account	Percentage	
	51226		
	51226		
		Total (must equal 100%)	

Request for Secondary Job (Only required if requesting Secondary Job Appointment)			
Primary Supervisor	Print Name	Signature of Supervisor for Primary Job	Date
Secondary Supervisor	Print Name	Signature of Supervisor for Secondary Job	Date

## 3. Approvals – Route to next appropriate approver

Approval needed		Print Name	Signature	Date
	HR Representative			
	Finance Director			
	OVRP (Only if funded by Research)			
	Compensation (comp@gwu.edu) (Only for jobs outside wage matrix or request for secondary job)			
	Talent Acquisition & Recruitment (bgcheck@gwu.edu)			

Talent Acquisition & Recruitment will submit completed form, signed offer letter and resume to HR Information Systems at [hris@gwu.edu](mailto:hris@gwu.edu).