

Environmental Sciences

Temporary Wage Employee Request Form

Please fill out each block below for temporary employee requests. This is NOT the form to hire current UVA employees or students. Make sure you provide at least two-weeks processing time. If you know who you want to hire – advise them to submit an application to the UVA Temporary pool at <https://hr.virginia.edu/careers-uva/uva-temps/become-uva-temp>. Send the completed form as an e-mail attachment to jms6su@virginia.edu - Joan Sipe.

Requested temp hire information:

PTAO

Date prepared

Name of Candidate (if known)

Candidate e-mail (if known)

Position Start Date

Position End Date:

Position Title

**To be paid
Bi-weekly**

Job
Description

Skills /
Duties for
this position

Hourly
pay-rate

Total Hours
per week

Working Hours

Physical work location

Parking instructions

Any additional information:

Name of hiring supervisor

Supervisor E-mail

Supervisor's phone

For EVSC Administrative Processing only

Contact Person

Contact ph #

Contact e-mail

Organization name & no.

WD processed

WD Job #

LD assignment #

Spreadsheet

Notify supr

Done