Please use the following template to describe your EHRA-Non Faculty Temporary Hire or

SHRA Temporary Hire.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Position and Department Information** | | | | | |
| Date: | | | | Click here to enter a date. | |
| Department/Division: | | | | Click here to enter text. | |
| Requested Position Title/Classification: | | | | Click here to enter text. | |
| Employee Class: | | | | Choose an item. | |
| Position Classification: | | | | Choose an item. | |
| Name of Incumbent (or Vacant): | | | | Click here to enter text. | |
| Name of Immediate Supervisor: | | | | Click here to enter text. | |
| Job Title of Immediate Supervisor: | | | | Click here to enter text. | |
| Supervisor’s Telephone Number: | | | | Click here to enter text. | |
| Primary purpose of position:  Click here to enter text. | | | | | |
| **4. Duties and Responsibilities:** *Enter both a percentage and Description in the areas provided below. Total percentage must equal 100%.* | | | | | |
| **#** | **%** | Click here to enter text. | | | |
| **1** | **%** | Click here to enter text. | | | |
| **2** | **%** | Click here to enter text. | | | |
| **3** | **%** | Click here to enter text. | | | |
| **4** | **%** | Click here to enter text. | | | |
|  | **100%** |  | | | |
| **Please describe the level of discretion and independent judgment:** Click here to enter text. | | | | | |
| **Please describe the Supervisory responsibilities:** Click here to enter text. | | | | | |
| **Recommended Hourly Salary: $** Click here to enter text. | | | | | |
| **Number of hours work per week:** Click here to enter text. | | | | | |
| **Job Effective Begin Date:** Click here to enter text. | | | | | |
| **Job Effective End Date:** Click here to enter text. | | | | | |
|  | | | | | |
|  | | | | | |
| **Supervisor Printed Name:** | | | Click here to enter text. | |  |
| **Supervisor Signature:** | | |  | | **Date:** |

|  |  |
| --- | --- |
| **HR Office Use Only** | |
| **Exempt** |  |
| **Non-Exempt** |  |
| **Approved Hourly Salary** |  |
| **Approved Classification Title** |  |