



PERSONNEL REQUISITION FOR HOURLY EMPLOYEE

PLEASE COMPLETE AND OBTAIN APPROVAL PRIOR TO HIRE

Name S# Employee Type

Work Location Position Title

Hourly Rate Hours per Week

(Estimate for budgeting purposes only - actual hours shall be determined by the supervisor may be less than the estimate, but should not exceed the maximum listed. Maximum hours may not be greater than 28 hours per week without prior approval from Human Resources.)

Start/Effective Date:

End Date:

Position Number

Suffix:
Completed
by HR

Fund	Org	Account	Program	%

Supervisor S#

Supervisor Email

APPROVALS:

Fiscal Delegate

Budget