Columbia University Temporary Employment Request Form

(To be completed by Hiring Manager)
Please submit completed form to SEAS Human Resources - please allow 3-5 days for resumes

Thank you for reaching out to us with your upcoming needs. Before we can submit your request to Temp staffing to source for candidates, we will need the information below to understand your staffing need better:

- Title of the position:
- Start Date:
- Tentative End Date:
- Reason for the assignment: (Open position, disability coverage, vacation, etc.)
- Is the position *possibly* "temp to hire" for the right candidate, or is this "strictly temporary"?
- What would be the yearly salary? (A salary *range* will also be helpful)
- Work Location - Street Address (including Room & Floor Number):
- Will this be a remote, on-site, or hybrid position?
  1. If hybrid, how many days are on-site?
- What are the hours per week the associate/candidate will be working?
- Timesheet Approvers (we request 2 approvers to ensure timely processing of payroll):
  - 1st approver:
  - 2nd approver
- Job description: please attach a Word document or a list of duties, including qualifications and years of experience):
- Is this a Union Position?
- If a Union Position, please confirm the Collective Bargaining Agreement this fall under:
- **Please fill each row of the ChartString that needs to be charged for this position by completing the grid below:**

Natural Account	Project	Initiative	Bus Unit	Dept	PC Bus Unit	Activity	Segment
64600 (temporary help)							

- Department Hiring Manager Name and Title:

Once we have these details, we will share your staffing need with Temp staffing and upon receipt of submissions, we will submit candidates to you. Please do not hesitate to reach out to us with any questions.

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SEAS HUMAN RESOURCES USE ONLY:

Reviewed and Approved by:

Name_____   Date:_____

Comments(if applicable)_____

*The billing fee will be added to the candidate's hourly rate.