



REQUEST FOR TEMPORARY HOURLY APPOINTMENT

(Not for UW students; for students, use Form JSIS-84 or JSIS-85)

The Henry M. Jackson School of International Studies

University of Washington, Box 353650

IMPORTANT: All temporary hires are coordinated by UW Human Resources. An employing unit may not place a temporary employee on the payroll, or start a temporary employee working, or extend an appointment, without advance approval from Human Resources. To obtain this approval for a JSIS temporary employee, please submit this form to Kaitlyn Li, Fiscal Specialist II, 6-2164, xql@u.washington.edu, Thomson Hall 4th floor mailroom.

NOTE: Temporary hourly employees at the University of Washington are limited to working 950 hours (exclusive of overtime) within any consecutive 12-month period, measured from the original date of temporary appointment or the anniversary of that day.

DATE _____

HIRING PROGRAM _____

NAME OF PERSON SUBMITTING FORM _____

E-MAIL ADDRESS _____ PHONE _____

TEMPORARY EMPLOYEE'S NAME _____

(last name)

(first name)

(middle initial)

E-MAIL ADDRESS _____ PHONE _____

SOCIAL SECURITY NUMBER _____ UW EMPLOYEE ID _____

SUPERVISOR _____

(name of person who will approve time sheets, etc.)

BUDGET NUMBER ____ - _____ PCA*: _____

BUDGET AUTHORIZATION SIGNATURE _____

(person with signature authority on this budget)

REQUEST FOR NEW JSIS APPOINTMENT (requires approval from UW Human Resources)

PROPOSED JOB TITLE _____

PROPOSED HOURLY PAY RATE _____

PROPOSED NUMBER OF HOURS PER PAY PERIOD _____

BEGIN DATE _____

END DATE _____

JOB DESCRIPTION

JOB REQUIREMENTS

REQUEST TO EXTEND JSIS APPOINTMENT (requires approval from UW Human Resources)

PROPOSED NEW BEGIN DATE _____

PROPOSED NEW END DATE _____

PROPOSED NUMBER OF HOURS PER PAY PERIOD _____

PROPOSED NEW PAY RATE (if different from previous) _____