

**PERSONNEL REQUEST
(FILL OUT ENTIRE FORM)**

FACULTY NAME (PRINT) _____
(APPROVED BY FACULTY OR HIRING MANAGER)

FACULTY NAME (SIGN) _____

EMPLOYEE'S NAME _____

POSITION REQUEST _____

CIRCLE ONE: **UNDERGRADUATE**

GRADUATE

The above applies from beginning of classes thru final exams of each semester with the exception of Thanksgiving and Christmas Holidays and breaks between semesters.

NON-STUDENT

May work 40 hours or less per week. Temporary full-time employees may work up to 6 months. Letter to Human Resources routed thru the Business Manager can request an extension up to 6 additional months. Temporary Employees working 19 hours or less per week may work indefinitely.

PAY RATE _____ **ESTIMATED HRS/WEEK** _____

ACCOUNT _____

DATE OF INITIAL EMPLOYMENT _____

APPROVAL MUST BE OBTAINED AT LEAST FIVE WORKING DAYS PRIOR TO INITIATION OF EMPLOYMENT. EMPLOYEE MUST COMPLETE ALL UGA FORMS THRU FISCAL OFFICE BEFORE EMPLOYMENT BEGINS.

EXPECTED TERMINATION DATE _____

JUSTIFICATION FOR EMPLOYMENT OR INCREASE IN SALARY _____

APPROVED MANAGER _____

Jennifer Mathews/Business Manager