* Title of the position
* Start Date/Tentative End Date
* What is the reason for this temporary need? (Open position, disability coverage, vacation etc.)
* Is the position *possibly* temp to hire for the right candidate or strictly temp?
* What would be the yearly salary? Even a salary range would be fine. This helps us determine the level of experience required.
* Street Address (Including Room & Floor Number)
* Is this position hybrid? If yes, how many days a week in office/remote?
* Hours the associate will be working?
* Who will be the Timesheet Approvers? (we request two approvers to ensure timely processing of payroll)
* Please confirm the Chart String to charge for this assignment?

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