

**Wellesley College
Casual Wage/ Limited Term Requisition Form**

Date:

Budget # _____ 6151 __ - _____

Department:

Department Head's Signature:

Timesheet Approver:

Supervisor:

TYPE OF REQUEST: (check one and complete the information)

One-time Assignment

Ongoing Assignment

Description of Duties:

Skills Needed:

Hours: (daily)

Start Date:

End Date:

REQUIRED INFORMATION:

Job Title: _____

Position Filled by: _____

Wage Rate: _____

Hire's Email Address: _____

Hire's Phone Number: _____

1. Has this employee previously worked for Wellesley College in a benefits-eligible position? _____
2. This position will close once employee's assignment ends; check here if this position should remain open: _____

Human Resources Approval: _____

Date: _____
