

Wellesley College
Requisition for Casual Wage Employment

Date: **Budget #** _____ - _____ - _____

Department:

Department Head's Signature:

Type of Request: (check one)

One-Time Assignment

Description of duties:

Skills Needed:

Hours: (daily)

Start Date:

Anticipated End Date:

On-going Assignment

Description of Duties:

Skills Needed:

Hours: (daily)

Start Date:

Anticipated End Date:

Budget Office Approval:

Human Resources Office:

Wage rate:

Position filled by: