

**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

Description of Duties: _____

Skills Needed: _____

Hours: (daily) _____

Start Date: _____

End Date: _____

Ongoing Assignment

Description of Duties: _____

Skills Needed: _____

Hours: (daily) _____

Start Date: _____

End Date: _____

Wage Rate: _____

Position filled by: _____

Job Title: _____

New Hire's Email Address: _____

Has this employee previously worked for Wellesley College in a benefits-eligible position? _____

Human Resources Approval : _____

Date: _____