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: __________________________