Wellesley College
Casual Wage/ Limited Term Requisition Form

Date Requested: Budget #_________________6151 __ - ______

Department: Budget #_________________6151 __ - ______

Department Head’s Signature: Budget #_________________6151 __ - ______

Timesheet Approver: Budget #_________________6151 __ - ______

Supervisor: Budget #_________________6151 __ - ______

TYPE OF REQUEST: Check one assignment type and complete the following information. Budget #_________________6151 __ - ______

All fields must be completed. Budget #_________________6151 __ - ______

_____One-time Assignment _____Ongoing Assignment

Description of Duties: Budget #_________________6151 __ - ______

Skills Needed: Budget #_________________6151 __ - ______

Start Date: _______________________ End Date: _______________________

*REQUICKED ASSIGNMENT INFORMATION*:

*Daily Hours: _______________________ *Weekly Hours: _______________________

*Job Title: _______________________ *Hire’s Full Name: _______________________

*Wage Rate: _______________________ *Hire’s Email Address: _______________________

*Hire’s Phone Number: _______________________ *Hire’s Phone Number: _______________________ 

1. Has this employee previously worked for Wellesley College? ___________

   a. 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:________________________