

Wellesley College Transition Request Form

This form should be completed when a department needs staffing support during a transitional period. Transitional requests include the use of temporary agencies, casual wage employees, term appointments, interim appointments or increasing hours for existing employees **when vacancy dollars will be used to fund the request. A one month vacancy is required** before the dollars may be used to fund this request. This form must be approved **before** dollars are spent.

Date: _____ Department: _____

Position # and position description or name of incumbent who left the position:

Date position vacant: _____ Expected date position will be filled: _____

Budgeted salary for position: _____ Anticipated savings: _____

Type of transition request:

- | | |
|---|---|
| <input type="checkbox"/> Interim Appointment | <input type="checkbox"/> Term Appointment |
| <input type="checkbox"/> Casual Wage Employee | <input type="checkbox"/> Increase in FTE of existing employee |

Provide details of transition request with cost detail:

Wage Rate (after consultation with Human Resources): _____

Position filled by: _____

Dept Head Signature: _____ Division Head Approval: _____

Budget Approval: _____ HR Approval: _____

Processing Instructions:

An activity code will be assigned to this Transition Form after budget approval. It is the **department's responsibility** to ensure that this activity code is coded in Banner for all charges associated with this transition request. Budget transfers will be made quarterly based on charges to this activity code.

Activity Code Assigned: _____