COLONIAL *Temps*

*Complete this **ColonialTemps Temporary Employee Request Form** to request a ColonialTemp. For assistance contact ColonialTemps at **(202) 994-8078**. Email completed form to* ita@gwu.edu *or directly to ColonialTemps staff.*

Initiator/Requestor Name:	Telephone Number:	Email:

A. Department Information

Department Name:	
Division Name:	

Site Supervisor Name:	Site Supervisor GWID:
Department Timekeeper:	Department HR Client Partner:

Banner Organization Code:	Is this a grant-funded role? ☐ Yes ☐ No	Labor Distribution Code(s) & Percentages if applicable:

B. Job Information and Requirements

Proposed Job Title:		
Proposed Start Date:	Proposed End Date:	Duration of Assignment:

Work Schedule:
☐ Monday to Friday ☐ Weekends ☐ Evenings ☐ Other

Expected Hours Worked/ Week:
☐ Full-Time ☐ Part-Time (specify hours worked/week _____)

Department to review resumes? ☐ Yes ☐ No Department to interview candidates? ☐ Yes ☐ No	Are students eligible? ☐ Yes ☐ No If Yes: ☐ Undergraduate ☐ Graduate	Dress Code: ☐ Casual ☐ Business Casual ☐ Business ☐ Uniform

Will the ColonialTemp have access to financial and/or secure information (i.e. social security #s, credit card information, or date of birth)?

☐ Yes ☐ No

Job Skills (i.e. MS Word, iBuy, customer service, pivot tables, etc.):	Job Description (or attach file):

C. Compensation

Max hourly wage available to the ColonialTemp: *Amount the ColonialTemp may receive. Does NOT include fee.* $_____per hour
OR
Max hourly funding available inclusive of fee: $_____per hour

D. Review and Approvals

Approver	Title	Printed Name	Signature	Date
Department				
Financial/Budget				
Sponsored Project- if applicable				

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

For use by ColonialTemps:
Request received on:

ColonialTemp Selected:

CT.23.2.02FEB15