

# Temporary/Contractor Request Form

Non-Student Temps & Contractors

## INSTRUCTIONS

This form serves two purposes:

### Temporary or Contractor requests

1. Complete the Position Information, Funding & Justification sections of the form and attach documents that support the request, if applicable.
2. Route Temporary/Contractor Request Form to School/Unit Approvers for internal review and approval.
3. Submit approved Temporary/Contractor Request Form to [PositionApprovalCommittee@northwestern.edu](mailto:PositionApprovalCommittee@northwestern.edu). The Position Approval Committee reviews requests on a weekly basis, with an approximate turnaround time of 10 business days.

### PAC Approved Non-student Sourced Temporary requests requiring recruiting support from the Talent Acquisition team

1. Submit approved form to [HRTA@northwestern.edu](mailto:HRTA@northwestern.edu). The Talent Acquisition team will acknowledge the request within 1-2 business days.

## POSITION INFORMATION

New Request

Updated Request (previously submitted)

Position Title: \_\_\_\_\_

Timekeeping Approver Name: \_\_\_\_\_

School/Unit: \_\_\_\_\_

Timekeeping Approver EmplID: \_\_\_\_\_

Department: \_\_\_\_\_

Department Number: \_\_\_\_\_

Reason for Request:

Vacation

FMLA

Seasonal Peak

Project

Other, explain: \_\_\_\_\_

Temporary/Contractor Type (select all that could apply):

### NORTHWESTERN TEMPORARY WORKER:

Non-Student Direct Temp (I have identified someone to do the work without assistance from Talent Acquisition or a 3<sup>rd</sup> party agency)

Name of Temp: \_\_\_\_\_

Non-Student Sourced Temp (I need the support of Talent Acquisition to find someone; please review the Temp Hiring [website](#) and [SLA](#))

### CONTRACTOR:

3<sup>rd</sup> Party Staffing Agency (I will work with an external staffing agency to find someone)

Preferred Vendor, name: \_\_\_\_\_

Other Vendor, name: \_\_\_\_\_

Independent Contractor (attach approved [Independent Contractor Questionnaire](#) form for new vendors)

Assignment Length: \_\_\_\_\_ weeks

Target Start Date: \_\_\_\_\_

Target End Date: \_\_\_\_\_

Schedule

Hours per week: \_\_\_\_\_

Anticipated Schedule: \_\_\_\_\_

Hourly Rate:

Established \$ \_\_\_\_\_/hour

TBD, estimated: \$ \_\_\_\_\_/hour

Assignment Address: \_\_\_\_\_

## Job Description & Required Skills (REQUIRED FOR NORTHWESTERN TEMPS ONLY):

## POSITION FUNDING

Estimated Total Cost of Assignment:

(Does not include any additional fees or fringe)

\$ \_\_\_\_\_ (REQUIRED)

Current compensation budget (as reflected on approved management budget) has sufficient unencumbered capacity to support the salary and benefit expense.

Current compensation budget (as reflected on approved management budget) does NOT have sufficient unencumbered capacity to support the salary and benefit expense. Explain how position will be funded.

Funding Source & Allocation:

Chart String	% Allocated

Select all that apply:

Faculty commitment (attach supporting documentation, e.g. faculty offer letter outlining commitment) Details: \_\_\_\_\_

Endowment/Award Details: \_\_\_\_\_

**POSITION JUSTIFICATION**

Why is this position request/update necessary and how was the work accomplished previously?

If approval is not granted, how will the work be accomplished without increasing salary expense?

How does this position support School/Unit strategic priorities and [University Priorities](#)?

**APPROVALS**

By signing below, I am indicating my support for this position request:

**Requestor**      Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dept/Business Administrator**      Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Assoc Dean/Head of Administration**      Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean/Vice President (or delegate)**      Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A delegate must be a direct report of the Dean/Vice President and/or be able to evaluate requests for both budget and strategy alignment. To appoint a delegate, a delegation of authority memo signed by the Dean/Vice President must be submitted to the Position Approval Committee mailbox – [PositionApprovalCommittee@northwestern.edu](mailto:PositionApprovalCommittee@northwestern.edu).