

**Request for Temporary OSU Employees
Business Operations**

Department Name: _____

Title	Date Services Begin	Length of Assignment	Estimated Number of Hours Worked per Pay Period	Description of Duties	Why Temporary	Was Position Included in Budget?	Are funds available? <i>Include chartfield (org/fund/account)</i>

Submitted By: _____

E-Mail Address: _____

Phone: _____

Fiscal Approval: _____

Director Approval: _____

Submit completed form to Lisa McCurdy, Business Operations HR, 105 Stores & Receiving Building, 2650 Kenny Road, Fax: 2-5666