



# Request for Interim Appointment/ Temporary Added Duties

Please complete, save, & print this form. After signing, please scan and e-mail for approval routing. Please route only to the next office in the routing queue.

### Employee Data

Employee Name: \_\_\_\_\_ Employee U#: \_\_\_\_\_  
Current Title: \_\_\_\_\_ Current Position Number: \_\_\_\_\_  
Department/Division: \_\_\_\_\_ College/School: \_\_\_\_\_

### Action

**Choose only one:**

Interim Appointment:  New  Extension

Temporary Added Duties:  New  Extension

Vacant Position for Interim Assignment:  
\_\_\_\_\_

Effective Start Date: \_\_\_\_\_

Effective End Date: \_\_\_\_\_

Current Salary: \$ \_\_\_\_\_ per hour (non-exempt)  
*(complete one)*

\$ \_\_\_\_\_ per year (exempt)

Additional Salary Amount: \$ \_\_\_\_\_ per hr./mo.

*(Circle one)*

*\*\*HR will approve final salary; department to provide budget info if paid from separate index\*\**

### Justification

Please provide a statement of specific request and justification, including additional responsibilities to be assumed. Use additional pages if necessary. (NOTE: The employee will not change position numbers or job titles.)

### Requester Signature

**DEPARTMENT HEAD:**

I request approval of the appointment as specific above. I understand all signatures are required for final approval.

\_\_\_\_\_  
(Please print name) (Signature) (Date)

### Approval Signatures

**PROVOST/VICE PRESIDENT**

\_\_\_\_\_  
 Approved  Disapproved (Signature) (Date)

**PRESIDENT: Presidential approval only required if employee is a direct report to Provost or Vice President.**

\_\_\_\_\_  
 Approved  Disapproved (Signature) (Date)

**HUMAN RESOURCES**

\_\_\_\_\_  
 Approved  Disapproved (Signature) (Date)

**AVP/CHIEF HR OFFICER**

\_\_\_\_\_  
 Approved  Disapproved (Signature) (Date)