

UNBC Casual Employee Requisition

Complete this form to request a casual employee and forward it to Human Resources. To fulfill your request and insure the maximum opportunity to meet your needs, please provide Human Resources with as much advance notice as possible. Casual requests for vacation coverage require advance notification of 2 weeks.

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|---|---------------------|-----------|
| Department: | Fund: | Org Code: |
| Job Title: | Supervisor's Name: | |
| Replacing: | Supervisor's Local: | |
| Grade/Rate: | Start Date: | |
| Computer Account Required? Yes No | End Date: | |
| Banner Student? Yes No | | |
| Student Web? Yes No | | |

NOTE:

1. In an established and JEC rated position, the casual rate of pay shall be the rate at the start of the salary range for the grade. If a position has not been rated, the minimum casual rate shall be the rate at the start of the salary range for grade one.
2. Duration of appointments cannot exceed two (2) months. If you anticipate the assignment to be longer than this period, please contact HR for alternate recruiting procedures.
3. Please forward an amended copy of this form to Human Resources if any changes occur.

Principal Duties:

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Budget Holder's Signature:

Human Resources Use Only:

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| Assigned: | Start Date: |
| | End Date: |
| | Extension: |

Miscellaneous:

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