NON-STUDENT HOURLY STAFFING (SHORT-TERM) HIRE REQUEST
(To be completed by Hiring Manager)

- ❖ Use this form to hire non-students (including Columbia University graduates) into hourly positions.
- ❖ Completed hire request forms must be received by Human Resources at least two weeks before the employee's start date. If you have preselected a candidate, submit a resume/CV along with the request and fill out Part B below.
- ❖ Temp staffing timesheets is on a weekly basis and must be approved by the supervisor via the VNDLY website by 12PM Monday.

Today's Date:

Assignment Information:

 (PLEASE NOTE CANDIDATE CANNOT START UNTIL FORM I-9 IS COMPLETED)

Job Title: _____   **Start Date:** _____ **Anticipated End Date:** _____

Number of Weeks: _____   **Hours Per Week:** _____
*(Hourly pay rate * # of weeks * Hours per week)*

Hourly Pay Rate: _____   **Total Projected Salary:** _____

Is Work Location Outside of the U.S. (Yes/No)?_____   **Is this a Temp to Perm position (Yes/No)?** _____
(Select Perm ONLY if there is a permanent role in place)

Work Address: _____

SIPA Computer Log-in (Yes/No): _____
SIPA HR will initiate the request, inquiries should be directed to SIPA IT.

UNI Creation Request (Yes/No): _____

Previous UNI (if any): _____

Is this position a Union position (Yes/No)? _____   **If yes, please list the Union:** _____
(Only support staff in SIPA have 2110 union)

Grade Level: _____

Reason for Assignment?

- ☐ **Special project**
- ☐ **Covering for a disability or a leave**
- ☐ **Open position**
- ☐ **Other_____**

Brief Description of Duties and Work Hours/ Anticipated work schedule (e.g., Mon-Fri 9AM-5PM):

Candidate Information:

Candidate Name: _____

Candidate Address: _____

Candidate Phone Number: _____

Candidate Email Address: _____

Will the Candidate be working remotely? _____

Extension of an existing temp assignment? (Yes/No): _____ **Yes, why:** _____

Has Candidate previously worked at Columbia University (Yes/No)? _____

If yes, please provide dates and total hours worked in the past 12 months: _____

In what capacity has the candidate previously worked (i.e. employee, casual?): _____

Is the candidate currently enrolled as a student at Columbia University (Yes/No)? _____

Department Information:

Unit/School Name: _____   **Department #:** _____

ChartString/SpeedChart Number to Charge:

Business Unit	Natural Account	Department	PC Business Unit	Project	Activity	Initiative	Segment
COLUM	64600 (temporary help)						

❖100% salary plus agency fee is charged to the speed chart value. Charges appear under account control 64600.

❖Agency fee rate for pre-selected candidates is 31%. Candidates sourced from an agency search will have a higher variable agency fee.

Supervisor Name: _____   **Supervisor Phone Number:** _____

Primary Timesheet Approvers: _____**Secondary Timesheet Approvers:** _____

(Please provide a minimum of two timesheet approvers)

Supervisor Signature: _____ **Date:** _____

(Supervisor will also be designated timesheet approver)

FOR SIPA HR & FINANCE USE ONLY

Diya Bhattacharya _____ **Date:** _____