

**UW-STOUT
LIMITED TERM RECRUITMENT REQUEST**

Date: _____

No. _____
(By Div. Admin.)

This form must be completed and all approvals obtained before the LTE starts the assignment or for extensions beyond previously approved ending dates. Requestor should complete Number 1 – 6. (SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM.)

Requested by:	Department:	Phone Extension:
Person Requested:		
Reason for need:		
Time needed (list beginning and ending dates, number of days per week, number of hours per day):		
Description of duties (BE SPECIFIC):		

Account(s) to be charged: _____% - _____ _____% - _____
 _____% - _____ _____% - _____

Please call Human Resources (ext. 2610) for estimated Hourly Salary: \$ _____

Total Cost Estimate: \$ _____

SIGNATURE APPROVALS: *(All approvals **must be obtained** before Human Resources will process.)*

Department Chair/Account Administrator _____ Date _____

Dean/Director _____ Date _____

Provost/Vice Chancellor/Chancellor _____ Date _____

HUMAN RESOURCES ACTION

Person Employed	Classification	/Class Code	Beg. Date	Hourly Salary
New Position _____	Extension _____			
LTE Req # _____				
APPT # _____				

INSTRUCTIONS FOR COMPLETING "LIMITED TERM RECRUITMENT REQUEST"

- No. _____** - Optional. For division internal use only. Will be assigned by division administrator.
- Person Requested:** If you have someone in mind for this position, please indicate in this space.
- Requested by:** Requestor will be the contact person for this LTE. (NOTE: The requestor assumes responsibility for ensuring LTE restrictions and policies are followed.)
- Reason for Need:** Example: Position vacancy, seasonal increase, LWOP, etc.
- Time Needed:** Must be specific. An appointment ending date should be used whenever possible. Ending date may be adjusted, extended later as need requires. (REMEMBER: The requestor is responsible for monitoring the 1043 hour limitation.)
- Duties:** Be specific. Example: Do NOT use descriptions like "general custodial duties" or "basic clerical support activities". Use worker activities, tasks as used on PDs, such as: "Mops, vacuums, washes mirrors and sanitizes toilets in restrooms", etc.
- Accounts to be charged:** Be sure to indicate all accounts this position is to be charged to and the percentage of the charge against each account.
- Est. Hourly Rate:** Always call Human Resources to verify LTE hourly wage even if the duties of the position have not changed from your last request.
- Total Cost Estimate:** This is information for your account and/or division administrator for budgeting purposes.
- Approvals:** Approvals must be obtained before the form is routed to the Human Resources office. Failure to obtain proper signatures will result in the form being returned to the requestor and could delay the start date of the LTE.
- Timely paper flow is essential! If the need to fill this position is urgent, you may walk the paperwork through the normal routing. **UNDER NO CIRCUMSTANCES SHOULD AN INDIVIDUAL BE ALLOWED TO BEGIN WORKING WITHOUT APPROVAL OF THE LTE REQUEST BY THE HUMAN RESOURCES OFFICE.**