PERSONNEL REQUISITION
(Staff Only)

TO: Human Resources Office

FROM: ____________________________________________

DATE: ____________________________________________

DESCRIPTION OF NEED

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Full-time or Part-time</th>
<th>Regular or Temporary</th>
<th>Salary</th>
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<tbody>
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<td>request</td>
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1. Date employee needed: ____________________________________________
2. If part time, specify total hours scheduled per week: ____________________________
3. If temporary, anticipated ending date: _______________________________________
4. Work location: ____________________________________________________________
5. Interview location (building, room number and telephone extension)  __________________
6. Account number: __________________________________________________________
7. New position, OR name of employee replaced: _________________________________
8. Newspapers or publication to be advertised: _________________________________
    Account Number for newspaper charges: _____________________________________

TO BE COMPLETED BY HUMAN RESOURCES

Name of Hired Person(s) ________________________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Hire</th>
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</table>

Approved by: ______________________ Date: ______________________
(Department Head)

Approved by: ______________________ Date: ______________________
(A.V.P./Dean)

Approved by: ______________________ Date: ______________________
(Budget Office)

Approved by: ______________________ Date: ______________________
(Sr. VP for Fiscal and Student Affairs or Provost & VP for Academic Affairs)

Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Rev 10/2014
Human Resources
Personnel Requisition
Temporary Worker

Personnel requisition is used only for Temporary workers through contracted employment services of Buckalew.

Personnel requisition to be submitted to Human Resources for temporary worker not to exceed 4 ½ months full-time, or 6 months part-time.

Temporary worker through Buckalew employment will be processed through Human Resources Office: Requester will fill out requisition, get signatures from Department Head and AVP/Dean/Director and send to Human Resources.

Human Resources will take to final approvals, and submit to Strategic Sourcing & General Services for the PO # if and when approved.

Human Resources will contact department with name of temporary that will be starting in their area.

Departments are in charge of timesheets for employee.

If department is unsatisfied with temporary worker please contact HR at 361-593-4861 and we will contact the employment service and replace the worker.

If you have any questions, concerns, or comments please contact Diana Lozano at kadhl00@tamuk.edu or 361-593-4861