



PERSONNEL REQUISITION
(Staff Only)

TO: *Human Resources Office*

FROM: _____

DATE: _____

DESCRIPTION OF NEED

Job Title request	Full-time or Part-time	Regular or Temporary	Salary
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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) _____	
Name	Date of Hire

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

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 kadh100@tamuk.edu or 361-593-4861