PROFESSIONAL STAFF TEMPORARY POSITION (PSTP) – SUPPLEMENTAL QUESTIONNAIRE

For: Hourly Limited-Term Position or Monthly Project Position

Please answer all of the questions - incomplete requests cannot be processed.

EMPLOYEE INFORMATION
Complete this section if the candidate is known. If the candidate has not been identified, put "NA" in space for employee's last name.
UWHIRES Req. ID Number:

Temporary Employee Last Name:	First Name:	Middle:	Employee ID Number: - -

POSITION INFORMATION
Select Reason for this Temporary Position

☐ Coverage for a professional staff employee on leave. Name of the employee who is on leave: The proportion of the regular position's duties that the temporary position will perform: %	☐ Interim coverage during a professional staff recruitment. The recruitment's requisition number is:
☐ Short term project of a professional staff nature.	☐ Need for intermittent professional staff assistance.
☐ Providing training to newly hired professional staff employee.	☐ Other; please explain:

Professional Staff Exemption Eligibility: Select the single professional staff exemption criteria that best applies to this appointment from 1-15 below.

Managerial or professional level positions having substantial responsibility for (select one):	8. ☐ Program direction and control.
1. ☐ Confidential secretary/administrative assistant to the President/Vice Presidents.	9. ☐ Institutional policy.
2. ☐ Executive head.	10. ☐ Human Resources (Personnel).
3. ☐ Principal assistant to executive head.	11. ☐ Legislative relations.
4. ☐ Counseling of students.	12. ☐ Public information.
5. ☐ Continuing education.	13. ☐ Development.
6. ☐ Research activities.	14. ☐ Senior computer systems and network programming.
7. ☐ Graphic arts and publications.	15. ☐ Internal audits and investigation.

Additional information regarding these exemption criteria is at:
https://hr.uw.edu/comp/temporary-positions/

ADDITIONAL INFORMATION
Requested temporary position duration:
Proposed hours per week:
Proposed pay:

NOTE: Approval of a PSTP does not guarantee approval for a regular professional staff position that will perform same work as the PSTP. Additional information about PSTPs is at: https://hr.uw.edu/comp/temporary-positions/

ROUTING: Electronically attach the completed form to the create position process in Workday.
User guide: https://isc.uw.edu/user-guides/request_comp_change_sc/