

Temporary/Contractor Request Form

Non-Student Temps & Contractors



INSTRUCTIONS

This form serves two purposes:

Temporary or Contractor requests with estimated cost >\$20,000 requiring approval from the Position Approval Committee

1. Complete the Position Information, Funding & Justification sections of the form and attach documents that support the request, if applicable.
2. Route Temporary/Contractor Request Form to School/Unit Approvers for internal review and approval.
3. Submit approved Temporary/Contractor Request Form to PositionApprovalCommittee@northwestern.edu. The Position Approval Committee reviews requests on a weekly basis, with an approximate turnaround time of 10 business days.

Non-student Sourced Temporary requests ≤\$20,000 requiring recruiting support from the Talent Acquisition team

1. Complete the Position Information and Funding sections of the form.
2. Submit form to HRTA@northwestern.edu. The Talent Acquisition team will acknowledge the request within 1-2 business days.

POSITION INFORMATION

New Request

Updated Request (previously submitted)

Position Title: _____ Timekeeping Approver Name: _____

School/Unit: _____ Timekeeping Approver EmplID: _____

Department: _____ Department Number: _____

Reason for Request: Vacation FMLA Seasonal Peak Project

Other, explain: _____

Temporary/Contractor Type (select all that could apply):

NORTHWESTERN TEMPORARY WORKER:

Non-Student Direct Temp (I have identified someone to do the work without assistance from Talent Acquisition or a 3rd party agency)
Name of Temp: _____

Non-Student Sourced Temp (I need the support of Talent Acquisition to find someone; please review the Temp Hiring [website](#) and [SLA](#))

CONTRACTOR:

3rd Party Staffing Agency (I will work with an external staffing agency to find someone)

Preferred Vendor, name: _____

Other Vendor, name: _____

Independent Contractor (attach approved [Independent Contractor Questionnaire](#) form for new vendors)
Honorariums, Human/Research Subjects, Royalties, Prizes/Awards, Refund/Reimbursements are exempt this process.

Assignment Length: _____ weeks Target Start Date: _____ Target End Date: _____

Schedule Hours per week: _____ Anticipated Schedule: _____

Hourly Rate: Established \$ _____/hour TBD, estimated: \$ _____/hour

Assignment Address: _____

Job Description & Required Skills (REQUIRED FOR NORTHWESTERN TEMPS ONLY):

POSITION FUNDING

Estimated Total Cost of Assignment:

(Does not include any additional fees or fringe)

\$ _____ (REQUIRED)

Current compensation budget (as reflected on approved management budget) has sufficient unencumbered capacity to support the salary and benefit expense.

Current compensation budget (as reflected on approved management budget) does NOT have sufficient unencumbered capacity to support the salary and benefit expense. Explain how position will be funded.

Funding Source & Allocation:

Chart String	% Allocated

Select all that apply:

Faculty commitment (attach supporting documentation, e.g. faculty offer letter outlining commitment)
Details: _____

Endowment/Award
Details: _____

If the request is for a Northwestern Non-Student Sourced Temp and the Estimated Total Cost of Assignment is ≤\$20,000, **STOP HERE**. Submit first page of the form to HRTA@northwestern.edu.

POSITION JUSTIFICATION

Why is this position request/update necessary and how was the work accomplished previously?

If approval is not granted, how will the work be accomplished without increasing salary expense?

How does this position support School/Unit strategic priorities and [University Priorities](#)?

APPROVALS

By signing below, I am indicating my support for this position request:

Requestor Name: _____ Signature: _____ Date: _____

Dept/Business Administrator Name: _____ Signature: _____ Date: _____

Assoc Dean/Head of Administration Name: _____ Signature: _____ Date: _____

Dean/Vice President (or delegate) Name: _____ Signature: _____ Date: _____

A delegate must be a direct report of the Dean/Vice President and/or be able to evaluate requests for both budget and strategy alignment. To appoint a delegate, a delegation of authority memo signed by the Dean/Vice President must be submitted to the Position Approval Committee mailbox – PositionApprovalCommittee@northwestern.edu.