



TEMPORARY WORKER EXTENSION REQUEST

(For HRO Temps Only)

Please complete the following to request an extension on the assignment end date for a temporary worker. All other temporary work assignments will end May 31, 2020.

Upon completion please send to: [Victoria Camarena – Human Resources](#)

Temporary Worker Name: _____

Department/School: _____

Reports to: _____

Current Title: _____

Job Description (please attach): _____

Original Start Date: _____

Anticipated End Date: _____

Current Bill Rate (hourly): _____

Work Site Location: _____

Requested Extension Date: _____

Reason for extension _____

Extension is being requested by _____

Request has been reviewed and approved by (Dean/VP): _____

CABINET - APPROVAL

Authorizing Signature

Date