



**Wellesley College  
Casual Wage/ Limited Term Requisition Form**

Date Requested:

Budget # \_\_\_\_\_ 6151\_\_ - \_\_\_\_\_

Department:

Department Head's Signature:

Timesheet Approver:

Supervisor:

**TYPE OF REQUEST:** Check one assignment type and complete the following information.  
All fields must be completed.

**One-time Assignment**

**Ongoing Assignment**

Description of Duties:

Skills Needed:

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

**\*REQUIRED ASSIGNMENT INFORMATION\*:**

**\*Daily Hours:** \_\_\_\_\_

**\*Weekly Hours:** \_\_\_\_\_

**\*Job Title:** \_\_\_\_\_

**\*Hire's Full Name:** \_\_\_\_\_

**\*Wage Rate:** \_\_\_\_\_

**\*Hire's Email Address:** \_\_\_\_\_

**\*Hire's Phone Number:** \_\_\_\_\_

1. Has this employee previously worked for Wellesley College? \_\_\_\_\_

a. In a benefits-eligible position? \_\_\_\_\_

2. This position will close once employee's assignment ends; check here if this position should remain open: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_

Date: \_\_\_\_\_