

To facilitate compliance with the federal Fair Labor Standards Act (FLSA), most temporary employees should complete time records and be paid by the hour. Exceptions require this form to establish a flat rate for a temporary SPA or EPA employee.

Approval from Human Resources should be obtained prior to an offer of employment with a flat rate.

EMPLOYEE INFORMATION

Employee Name _____ Employee ID _____

Current Student? No Yes If yes, Degree Program _____
 Undergraduate Graduate

POSITION INFORMATION

Proposed Job Code and Title _____

Hiring Department _____ Campus Box _____

Supervisor _____ Phone _____

Personnel Contact _____ Phone _____

Work Period Duration: Start Date _____ End Date _____ Estimated FTE _____

To Be Paid from Account # _____ Total Flat Rate Requested \$ _____ Equivalent Weekly Rate \$ _____

DESCRIPTION AND JUSTIFICATION

Description of Work (duties, specialized skills required, work location)

Justification or Reason for Exception (degree(s), years of related experience, technical skills, special credentials, etc.)

Additional Comments

SIGNATURES

Supervisor _____ Fax Number _____ Date _____

College or Division Level Representative _____ Date _____
(if required by College or Division)

Human Resources _____ Date _____