2016 Temporary Summer Employment Request Form

Due to Human Resources by Friday, January 29. You may send in campus mail OR scan and email to lhotz@cornellcollege.edu. Questions may be directed to Lindsey Hotz at x4244.

Department: ____________________________________

Your Full Name: ____________________________________

Date: ____________________________________

Supervisor for position(s): ____________________________________

Title of position(s): ____________________________________

Employment Dates: Start: ___________ End Date: ___________

Note: Start date should not be earlier than May 9 and end date should not be later than September 2. If you need to extend the summer employment dates past these dates, you will need to obtain approval from Human Resources.

Number of openings for this position: __________________________

Hourly Rate: _____________________________________

Do you have adequate monies budgeted for this summer appointment? ______

Account Number: _____-____-_____-_______