

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: ____ - ____ - _____ - _____