

INSTRUCTIONS FOR HRM-5A

Request for Temporary Pool Personnel

(To be filled out by department making request.)

Department - Name of department making request.

Charge Account - Account number to which the temporary employee's salary and administrative fee is to be charged/IDT'd.

Position Requested-Title of position requested. (*Human Resource Services can assist you with this.)

Hourly Rate of Pay-Hourly rate to be offered.

Date(s) Needed-Beginning and ending dates of the assignment.

Time(s)-Designated hours required to be worked.

Location/Rooms-Defined room or clinic the employee will be working.

Essential Functions of Position-Work responsibilities that the temporary employee will be performing.

Preferred Experience and/or Skills-Preferred experience or skills that the applicant should have, but not required.

Occupational Exposure to HIV/HBV-Indicate which is applicable to this position by putting a check mark by the correct answer (Yes or No).

Occupational Exposure to Tuberculosis-Indicate which is applicable to this position by putting a check mark by the correct answer (Yes or No).

Occupational Exposure to Hazardous Chemicals-Indicate which is applicable to this position by putting a check mark by the correct answer (Yes or No).

Security Sensitive- Indicate which is applicable to this position by putting a check mark by the correct answer (Yes or No).

Require a Valid Texas Driver's License- Indicate which is applicable to this position by putting a check mark by the correct answer (Yes or No).

Estimated Expense-(Hourly rate x number of hours to be worked x 19%.) This is the amount approved by budget and that will be charged to the designated account. Only the amount the temporary employee works will be charged back to the account.

Contact Person/Ext.-Person who is making the request for the temporary personnel and who will be the contact for Human Resource Services regarding this position.

Department Head Signature-Account holder or person who has signature authority for this account.

Budget Office-Budget approval of the funding availability.

*When the necessary signatures have been obtained, forward the form to the Department of Human Resource Services. **No temporary personnel will be hired until this form is received and all signatures are present.**

(For Human Resource Services Use Only)

Filled By: _____

Start Date: _____

Request for Temporary Pool Personnel

(See instructions on prior page.)

Department: _____ Charge Account: _____

Position Requested: _____ Hourly Rate of Pay: _____

Date(s) Needed: _____ Time(s): _____ Location/Room: _____
 (Beginning & Ending) (Work Schedule) (Building, Room #, Clinic)

Essential Functions of Position: _____

Preferred Experience and/or Skills: _____

Occupational Exposure to HIV/HBV? Yes _____ No _____
 Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of the employee's duties. This definition excludes incidental exposures that may take place on the job, and that are neither reasonably nor routinely expected and that the worker is not expected to incur in the normal course of employment.

Occupation Exposure to Tuberculosis? Yes _____ No _____
 Persons who work in clinical settings AND who have DAILY face-to-face contact with patients are considered to have an occupational exposure to tuberculosis. Persons working in research settings who work with human subjects in high-risk categories AND who perform cough-inducing procedures on these subjects have an occupational exposure to tuberculosis.

Occupational Exposure to Hazardous Chemicals? Yes _____ No _____
 Occupational exposure to hazardous chemicals is defined as working with hazardous chemicals or working in an area where hazardous chemicals are used, stored, or where there is potential for exposure in foreseeable emergencies. It does not include incidental exposures such as an employee occasionally entering an area where hazardous chemicals are used.

Security Sensitive? Yes _____ No _____
 Security-sensitive positions are those in which employees handle currency, have access to financial records, legal records, medical records, personnel records and student academic records, have access to a master key, or work in an area of the health science center which has been designated as a security-sensitive area.

Require a Valid Texas Driver's License? Yes _____ No _____
 Position(s) require employees to drive vehicles that are the property of the State of Texas.

Estimated Expense: _____
 (Hourly Rate x Number of Hours to be worked x 19% = Estimated Expense) **NOTE:** 19% charge is administrative fee.

 Contact Person Ext.

 Date

 Department Head Signature

 Date

 Budget Office (Approval of Funding)

 Date