

**KELLOGG COMMUNITY COLLEGE**

**Temporary Services Request**

Replacement for \_\_\_\_\_

Reason for replacement \_\_\_\_\_

Department: \_\_\_\_\_

Account Number \_\_\_\_\_

Days/Dates of Employment - From \_\_\_\_\_ To \_\_\_\_\_

Hours of Employment - From \_\_\_\_\_ To \_\_\_\_\_

Required Skills (please specify the degree of knowledge/proficiency needed)

Word Processing \_\_\_\_\_ Software \_\_\_\_\_  
(e.g., Excel, Word, Access, PowerPoint)

Data Entry \_\_\_\_\_

Customer Service \_\_\_\_\_

Other duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**TEMPORARY EMPLOYEES ARE NOT TO BE GIVEN COLLEGE KEYS.**

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Supervisor)

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Vice President, Administration & Finance

**\*\* Forward to Human Resources \*\***

**\*\*\* Lower portion to be completed by Human Resources \*\*\***

\_\_\_\_\_  
(Initial/Date)

Temporary Service \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Temporary Employee \_\_\_\_\_

Telephone Number \_\_\_\_\_

Billing Rate \_\_\_\_\_