

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

**HUMAN RESOURCE SERVICES – STAFFING AND COMPENSATION SERVICES DIVISION
REQUEST FOR EMPLOYMENT IN MORE THAN ONE POSITION**

NOTE: A Change in Status (CIS) Form must accompany this request. Additional jobs must be categorized as temporary/wage account positions.

Employee Name _____

Primary Job Status ___ Regular Full Time ___ Regular Part Time ___ Temporary

Department Requesting the Additional Job _____

1). Is the temporary additional job in the same department as the employee's primary job? ___ Yes ___ No*

** If no, the primary department must consent to the temporary additional job and sign the accompanying CIS Form*

2). Briefly describe the duties the employee will perform in the temporary additional job.

3). What factors support the selection of the employee for the temporary additional job?

4). What is the duration of the temporary additional job? Start date _____ End date _____

5). What is the schedule of the temporary additional job? [Number of Days and Hours Per Week]

6). How was the rate for the temporary additional job determined?

If the employee's primary job is a regular full time or a regular part time job, please answer question # 7:

7). Is the temporary additional job related to the employee's primary job? ___ Yes ___ No

Please provide an explanation to the answer above.

Departmental Signature _____ Date _____