**University Hospital Temporary Staffing Requisition**

**Adecco Newark On Site**

**Phone:** 973-645-5429  
**Fax:** 973-645-5649

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### Request Information

<table>
<thead>
<tr>
<th>Date Requested:</th>
<th>University Hospital: Index / Name &amp; Email Address of Time Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Name:</td>
<td>Justification for Position:</td>
</tr>
<tr>
<td>Requestor</td>
<td>□ Vacation □ Special Project □ Instead of Hiring FTE</td>
</tr>
<tr>
<td>Location:</td>
<td>□ Temp-to-Hire □ Open Position □ Work Overload</td>
</tr>
<tr>
<td>Report To:</td>
<td>□ Jury Duty □ Illness □ Leave of Absence</td>
</tr>
<tr>
<td>Telephone:</td>
<td>□ Seasonal Work □ Other:</td>
</tr>
<tr>
<td>Requested Associate(s):</td>
<td>Renewal: □ Yes □ No If Yes, Name:</td>
</tr>
<tr>
<td>Review Resumes:</td>
<td>Replacement: □ Yes □ No If Yes, Name:</td>
</tr>
<tr>
<td>Interview Required:</td>
<td>□ Yes □ No (Technical Positions Only)</td>
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</tbody>
</table>

### Assignment Information

<table>
<thead>
<tr>
<th>Assignment Period:</th>
<th>Overtime Required:</th>
<th>□ Yes □ No □ Occasionally</th>
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</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>Assignment Hours:</td>
<td>From: AM To: PM</td>
</tr>
</tbody>
</table>

### Job Title:

**Adecco Contract Program Jobs:**

- Jr. Accountant
- Accountant
- Sr. Accountant
- Administrative Assistant
- Executive Secretary
- Administrative Analyst
- Computer Programmer
- Data Control Staff
- Department Administrator
- Receptionist
- Secretarial
- Clerk Typist
- Material Handler
- Materials Management
- Medical Assistant
- Medical Technician
- Laboratory Assistant
- Courier Clerk
- File Clerk
- Head Clerk
- Senior Clerk
- Senior Medical Coder
- Coding Specialist
- Emergency Dept. Coder
- Dental Assistant
- Dental Hygienist
- Massage Therapist
- Phlebotomist
- BioChem
- Registered Dietician
- Switchboard Operator
- Physical Therapist
- Senior Clerk/office Assistant
- Therapeutic Rehab. Specialist
- Food Service Worker
- Operating Room Technician
- Principal Clerk
- Rehabilitation Aide
- Ultrasound Technician
- General Medical / Clerical
- Patient Transport
- Radiation Technician
- Speech Therapist
- Patient Service Representative
- Housekeeping Service Worker
- Pharmacy Technician
- Radiological Technologist
- Staff Pharmacist
- Medical Billing Clerk

### Job Description/Additional Information

**Security Access Authorization**

<table>
<thead>
<tr>
<th>Badge Access Information</th>
<th>Building:</th>
<th>Days:</th>
<th>Hours: AM to PM</th>
<th>Doors:</th>
<th>Restricted Areas:</th>
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<tbody>
<tr>
<td>System Access Information</td>
<td>Email:</td>
<td>Yes □ No □</td>
<td>Voice Mail: Yes □ No □</td>
<td>Network: Yes □ No □</td>
<td>Other:</td>
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</table>

### Approval

**Department Head Approval**

**Budget / Business Office Approval**

**Date**

**Adecco Use Only**

<table>
<thead>
<tr>
<th>Associate Name:</th>
<th>Assign #:</th>
<th>Customer #:</th>
<th>Supplier Name/Routing #:</th>
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<tbody>
<tr>
<td>Pay/Bill Rate:</td>
<td>$ / $</td>
<td>Skill Code:</td>
<td>Actual Start Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Actual End Date:</td>
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</table>