

PROFESSIONAL STAFF TEMPORARY POSITION (PSTP) SUPPLEMENTAL QUESTIONNAIRE

A FULLY COMPLETED QUESTIONNAIRE IS REQUIRED FOR ALL
PSTP – SALARIED AND PSTP – HOURLY POSITIONS

EMPLOYEE INFORMATION			
Complete this section if the candidate is known. If the candidate has not been identified, put "NA" in space for employee's last name.			
Last Name:	First Name:	Middle:	EID:

POSITION INFORMATION	
Select Reason for this Temporary Position	
Coverage for a professional staff employee on leave. Name of the employee who is on leave: The proportion of the regular position's duties that the temporary position will perform: %	Interim coverage during a professional staff recruitment. The vacant professional staff PN is:
Short term project of a professional staff nature.	Need for occasional professional staff assistance.
Providing training to newly hired professional staff employee.	Other; please explain:
Additional Information	
Select one: PSTP – Salaried: Work will be regularly scheduled with set hours per workweek and assigned an FTE PSTP – Hourly: Work will not have a predictable schedule and will not be assigned an FTE	
Requested position duration (<i>maximum 12 months</i>):	
Proposed hours per week:	
Proposed pay:	

NOTE: All professional staff positions must meet one of the professional staff [civil service exemptions](#). Approval of a PSTP does not guarantee approval for a regular professional staff position that will perform same work as the PSTP.

Additional information about PSTPs is posted at UWHR's [Professional staff temporary position \(PSTP\) webpage](#) and HR Compensation's [Checklist – Create temporary position](#).

ROUTING: Electronically attach the completed form to the create position process in Workday - <https://isc.uw.edu/user-guides/>