



Professional Staff Temporary Position Supplemental Questionnaire

Instructions

A completed questionnaire is required for all PSTP–Salaried and PSTP–Hourly create positions. All professional staff positions must meet one of the professional staff [Civil Service Exemptions](#). Approval of a PSTP does not guarantee approval of a regular professional staff position that will perform the same work as the PSTP. Attach the completed form to the create position process in Workday. Additional information about PSTPs is located at [Professional staff temporary position \(PSTP\) webpage](#) and [Checklist – Create temporary position](#).

Employee Information (if candidate is known)

First and Last Name

EID, if applicable

Position Information

Select reason for this Temporary Position

A short-term project of a professional nature

Providing training to newly hired professional staff employee

Coverage for a professional staff employee on leave

- Name and PN of the employee on leave:
- Proportion of the regular position's duties that the PSTP will perform: %

Assistance during peak workload periods

Interim coverage during a professional staff recruitment

- Vacant professional staff PN:

Need for occasional professional staff assistance

Other (please explain):

Additional Information

Select one

PSTP – Salaried: Work will be regularly scheduled with set hours per workweek and will be assigned an FTE

PSTP – Hourly: Work will not have a predictable schedule and will not be assigned an FTE

Requested position duration (maximum 12 months)

Proposed pay (enter monthly OR hourly):

Per month: \$

Per hour: \$

If an accommodation is needed in the completion and submission of this form, please contact the sponsoring unit.