

TENNESSEE STATE UNIVERSITY
CONTRACT EMPLOYEE REQUEST
KELLY SERVICES

Fill out this form completely and have it signed by the Hiring Manager.
Fax to TSU HR Department at (615) 963-5027.
A TSU HR Representative will email to confirm receipt.
A minimum of 4 hour shift is required of all requests.

Date Requested: _____ Department: _____

Hiring Manager: _____ Supervisor: _____

Supervisor Email: _____ Supervisor Phone Number: _____
(This is who will approve weekly timesheet)

Start Date: _____ End Date: _____

Reason for Request: Vacant Position Vacation Coverage Medical Leave Special Project
 Peak Workload Other: _____

No. of Employees Needed: _____ Job Title: _____

Hours: _____ Days (check those that apply): Su Mo Tu We Th Fr Sa

Location (campus / building): _____

Please check all skills that apply:

MS Word MS Excel MS Outlook MS PowerPoint
 MS Access MS Publisher Data Entry Multi-Line Phone
 Copying/Filing Mail/Fed Ex/UPS Customer Service Calendaring/Scheduling
 Childcare Travel Arrangements Cashier Valid Driver's License
 Accounting Heavy Lifting up to 50 lbs Other: _____

List specific job duties: _____

For TSU HR Only:

Payroll Service YES NO If Yes, Name of Employee: _____

Paygrade: _____

Screenings Required (Please check all that apply):

7 Yr County / Criminal Driving Record/MVR (Req for driving positions) HHS/OIG
 National Sex Offenders Registry Drug Screen (10 panel urine) Education (highest degree obtained)

HR Approval: _____

Upon completion, please scan & email to 56T5@kellyservices.com.

For Kelly Services Only:

Date Received: _____ Start Date: _____

Employee Name / Order Number: _____

Referred to Secondary Vendor (Day / Time): _____