



***Payroll Action Request***

**Temporary Researcher**

\*\*\*Please keep in mind this hiring process takes 4 to 6 weeks to complete\*\*\*

(please fill out pages 1 through 3)

Date to Business Office: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Supervisor ID #: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_

Targeted hire                      Open search

For targeted hire include:

Candidate Name: \_\_\_\_\_

Candidate Email: \_\_\_\_\_

Ever worked for CU?            Y            N    If "Y", Employee ID#: \_\_\_\_\_

Wage and Speedtype Information:

Hourly Wage: _____	Anticipated hours worked/week	_____
Speedtype(s): _____	_____ %	
_____	_____ %	

Does the hourly wage comply with the Colorado Equal Pay Act?            Yes            No

<https://www.colorado.edu/hr/colorado-equal-pay-act>

If No, please explain justification for pay rate:

**Additional Information for Targeted and Open Search (required for Avature)**

Opened until filled:     Y     N\*

\*If N, Closing Date: \_\_\_\_\_

Job Responsibilities:

Job Summary:

Who we are (what research does the lab perform):

Minimum Education Needed:

Applicant Documents\*:

**Curriculum Vitae** (required for both targeted and open searches)

**Please check any additional documentation the lab requires, if any:**

Proof of Degree (Copy of diploma or unofficial transcripts)

Letter of Recommendation

Cover Letter

\*Applicant is required to upload CV and any other required documents in Avature to the job posting

**Business Office Use Only**

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Position #: \_\_\_\_\_ Employee ID#: \_\_\_\_\_ Job Record #: \_\_\_\_\_

Background check completed: \_\_\_\_\_ Job Code: \_\_\_\_\_