



Temporary Student Employee Request

Non-Exempt staff members wishing to attend university events during the work day may request temporary student coverage during these times through the PACE Temporary Student Worker Pool. Before completing this form, please read guidelines found at www.elon.edu/career_services/Studenttemps/xhtml. In order to increase the likelihood of filling requests classified as URGENT, please call 278-6538 to insure receipt of request form.

Date: _____

Department:	Department Supervisor:
Student Supervisor:	Department Supervisor Email:
Student Supervisor Title:	Number of Student(s) Requested:
Student Supervisor Telephone:	Date(s) Requested:
Student Supervisor Email:	Time(s)/Hour(s) Requested:

Student Supervisor and Department Supervisor will be emailed student confirmation details. In completing this request, the department supervisor acknowledges approval of request.

Student will be filling in for (staff person's name) : _____

Reason for Request (event description, workshop details):

Assignment Details: Students in the program are trained to answer telephones, transfer calls, and take written messages. If there are other tasks for which the student will be assigned please specify here:

SPDC Use Only	
Date received: _____	Student Assigned: _____
Task	Date and Initial to Confirm
Student Accepted Assignment	
Telephoned Supervisor to Confirm	
Student Reminder	
Arrival Verification	
Evaluation Sent	
Evaluation Received	