

North Carolina A&T State University  
 Division of Human Resources  
 Interdepartmental Transmittal for SPA Temporary Employment

**SECTION I: POSITION / INCUMBENT INFORMATION**

Today's Date	Hiring Department Name	Dept. Contact Person	Contact E-Mail Address	Contact Number
Recommended Employee (If Applicable)	Effective Begin Date (Desired)	Effective End Date	Temporary Position Title	Recommended Hourly Rate \$
Description of Duties			Fund Number	Total Amount Requested \$

**SECTION II: PRE-APPROVAL AUTHORIZATION**

Receipt of this transmittal serves as verification this request has been reviewed and permission has been **Granted**  or **Denied**  for hiring, re-hiring or extending the employment for an SPA Temporary employee.

Approver's Printed Name and Title	Approver's Signature	Date

**SECTION III: DISCLAIMER**

The hiring department is required to receive prior approval to hire, re-hire or extend employment for an SHRA temporary employee prior to initiating any requests through Aggie Mart. The use of this form is not required by the Division of Human Resources. It is provided as a resource tool to assist departments with managing the internal department approval process in support of the electronic request workflow for SHRA temporary employment. Departments may create guidelines and/or forms to support internal business processes to manage the actions for processing SHRA temporary requests through Aggie Mart. Departments established internal any way change or amend the external process required through Aggie Mart and Human Resources.

Questions? Please consult with the department contact.

**Please return the approved form to the above stated Department Contact Person to initiate next steps.**