

GENERAL DIRECTIONS

This form is required to request temporary employment or an extension of temporary employment. If this request is for more than three (3) employees, add the additional employees to a spreadsheet by downloading and saving this [template](#). Submit MCPS Form 460-2, Request for Temporary Employment (with the two required signatures) and the completed spreadsheet (if needed) to ERSC. Position job codes and pay rates must be within the and Retiree Service Center.

INSTRUCTIONS

This form is for all requests for assignment to temporary positions. Entries for each column are as follows:

LINE MANAGER

Every position is assigned on Line Manager, and it must be an administrator belonging to the Montgomery County Association of Administrators and Principals or the Montgomery County Business and Operations Administrators. However, locations can have more than one Line Manager. If supervisory responsibilities are split between administrators, it may be helpful to assign an additional Line Manager in the Hub+ to reduce the number of employees assigned to each administrator. Use your Staff Roster available in the Hub+ to locate position numbers.

NAME

Print name: last, first, middle initial

EMPLOYEE NUMBER

Enter employee ID number.

JOB CODE

Enter the job code.

FIRST DAY OF WORK and LAST DAY OF WORK

Enter month, day, and year for the first and last day of work.

Example: October 19, 2020

M	M	D	D	Y	Y
1	0	1	9	2	0

DEPARTMENT

Enter the department where the employee will work.

REPORTING LOCATION

Enter the school/office location code where the hours will be worked.

SALARY: GRADE, STEP, and LONGEVITY

Enter salary grade, step, and longevity step, if applicable.

HOURLY RATE

Enter hourly rate to be paid to the employee. (Subject to review and approval by the Employee and Retiree Service Center.)

ACCOUNTING INFORMATION

Enter the Hub expense account segments for the assignment. If the Hub account does not have a location number, please enter 000.