

## LOCUMS HIRE REQUEST FORM (Unbudgeted)

**REMINDER:** LOCUMS hires that are needed as a short-term replacement of an unexpected, departed faculty member should be submitted as replacement hires and follow the posted guidance:

- Budgeted or Replacement requests: complete the [Labor Committee Spreadsheet - Finance Updates](#) (University tab), save as a file on your computer, and route through InfoPorte.
  - Finance will check charge recovery. If the charge recovery is not at 100%, please provide an explanation as to why the action is required.

**NEW:** LOCUMS hires that are needed as a short-term hire to cover direct patient care when faculty are unexpectedly removed from clinical work and the department cannot cover the additional service through EDP, should fill out this form and route through InfoPorte as: Clinical – EHRA Unbudgeted.

DEPARTMENT NAME:

SPECIALTY:

CHARGE RECOVERY:

ANTICIPATED LOCUMS START DATE:

ANTICIPATED LOCUMS END DATE:

ANTICIPATED EXPENSE:

WHY DO YOU NEED LOCUMS COVERAGE?:

WHAT FACILITY WILL LOCUMS COVERAGE BE UTILIZED (Burlington, Medical Center, Hillsborough, etc.):

PLEASE CONFIRM YOU HAVE NO CAPACITY TO COVER THE ADDITIONAL WORK WITH CURRENT FACULTY MEMBERS THROUGH EXTRA DUTY PAY:

Current faculty have no capacity to cover the additional clinical service through EDP

WHAT FUNDS WILL BE USED TO COVER THE UNBUDGETED EXPENSE OF LOCUMS?: