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| *Please follow instructions for completing the form and read through carefully.*  |
| 1. **Employee/Candidate Information**
 |  |
| **1. Full Name:** |  | 2.Effective/Start Date:  | Click here to enter a date. |
| 3. Preferred Name: |       | 4.Tartan ID: *\*if applicable* |       |
| 5. Email Address: |       | 6. Contact Number: |       |
|  |
|  |
| 1. **ACTION *(check all that apply)***
 |  |
| 1. |[ ]  New Hire |[ ]  Rehire |[ ]  Separation |[ ]  Transfer |
|  |[ ]  Change of Band |[ ]  Change of Rate |[ ]  Budget Change  |
| 2. |[ ]  Faculty |[ ]  Support |[ ]  Professional |[ ]  Administrative |[ ]  Student [ ]  Intern |
| 3. | [ ]  | Full-Time |[ ]  Part-Time |[ ]  Temporary |[ ]  ACF |[ ]  Tenure-Track |[ ]  Adjunct |
|  |
| 1. **POSITION INFORMATION**
 |  |
| 1. Title: |       | 2. Campus Location: |       |
| 3. Department: |       | 4. Division: |       |
| 5. Supervisor: |       | 6. Supervisor Tartan ID: |       |
| 7. Alt. Supervisor: |       | 8. Alt. Supervisor Tartan ID: |       |
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|  |
| 1. **New Hire Justification**
 | ***For Full-Time Only*** |
| 1. What are the key accountabilities of the position?
 |
|  |
| 1. What are the reasons for selection of this candidate?
 |
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|  |
| 1. **CHANGE INFORMATION**
 |  |
| 1. Current Title: |       | 2. New Title: |       |
| 3. Current Pay Band: |       | 4. New Pay Band: |       |
| 5. Current Pay Rate: |       | 6. New Pay Rate: |       |
| 7. Current Department: |       | 8. New Department: |       |
| 9. Current Supervisor: |       | 10. New Supervisor: |       |
| 11. Current Alt. Supervisor: |       | 12. New Alt. Supervisor: |       |
| 13. Current Budget Account: |       | 14. New Budget Acct: |       |
| 15. Current Location: |       | 16. New Location: |       |
|  |
|  |
| 1. **COMPENSATION INFORMATION**
 |  |
| 1. Salary/Pay Rate: |       | 2. Job Band: |       |
| 3. Charge Budget Account No. *Ex. 10-3354-75125-0000* |       | 4. Percent Allocation: |        % |
| 5. Salary Approval: |  | **OR** |  |
|  | ***Human Resources Signature****All full-time, non-faculty positions* |  | ***Provost Signature****All full-time, Faculty positions* |
|  |
| 1. **Separation**
 |  |
| Reason for Separation: |       | 2. Last Day of Work: | Click here to enter a date. |
|  |
|  |
|  **H. Required Approvals** |
| 1. | Hiring Manager/Chair: | *Signature* | *Date* |
| 2. | Dean/Director: | *Signature* | *Date* |
| 3. | Sr./Vice PresidentProvost: | *Signature* | *Date* |
|  |
| **I. Financial Aid Review**   |  |
| Financial Aid Only:***(For student employment only)*** | [ ]  Federal Work Study **OR** *Signature*[ ]  Regular Student Employment  | *Date* |
|  |
| Please return completed form to Human Resources office **7340**.

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| **New Hire Orientation Dates** |  |
| September 1 | September 18  | October 2  | October 16 |
| November 1 | November 16 | December 1 | December 18 |
| January 2, 2018 | January 16, 2018 | February 1, 2018 | February 16, 2018 |

 |
| **\*FOR HUMAN RESOURCES USE ONLY\*** |
|  |
|  | President: |  |  |
|  |  | *Signature* | *Date* |
|  |
| **Background Investigation** |  | **Separation Information** |
| Date Background Check Link Sent: |  |  | Accrued Vacation Hours:Payable (at separation) |  |
| Date Background Check received & completed: |  |  | Accrued Sick Leave Hours:Payable (upon retirement) |  |
|  |  |  |
| **Transcripts**  |  | **Credentials/Certifications** |
| Received by HR: |  |  | Received by HR: |  |
|  |
| **Approved by HR:** | *Name:* | *Date:* |
| **Received in Payroll:** | *Name:* | *Date:* |