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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: | | | | | | | | | | | | | | | | |  | | | | | |
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| 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 | |
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| 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? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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: | | | | | | | | | | | | | | |  | | | | | | | | | | |
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| 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* | | | | | | | | | | | | | | | | | | | | |
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| 1. **Separation** | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reason for Separation: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | 2. Last Day of Work: | | | | | | | | | | | | | | | | | Click here to enter a date. | | | | | | | | | | | | | |
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| **H. Required Approvals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | Hiring Manager/Chair: | | | | | | | | | | | | | | | | | | *Signature* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Date* | |
| 2. | | | Dean/Director: | | | | | | | | | | | | | | | | | | *Signature* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Date* | |
| 3. | | | Sr./Vice President  Provost: | | | | | | | | | | | | | | | | | | *Signature* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Date* | |
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| **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**.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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\*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | President: | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  |  | | | | | | | | | | | | | | | | | *Signature* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Date* | | |
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| **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) | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
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| **Transcripts** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | **Credentials/Certifications** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Received by HR: | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | Received by HR: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
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| **Approved by HR:** | | | | | | | | | | | | | | *Name:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Date:* | | | | |
| **Received in Payroll:** | | | | | | | | | | | | | | *Name:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *Date:* | | | | |