

PERSONNEL REQUEST

_____ JOB TITLE

- Administrative Faculty
 Professional Classified

DEPARTMENT NAME	BUDGET# (ex. 3-21045)	DEPARTMENT# (ex. E0501)	OBJECT CODE (ex. 2410)	SALARY		
				Hourly	Monthly	Annual
				I	I	

Pay Grade _____ Pay Step _____ Number of Months Employment: 9 10 11 12

Work Week: 37 ½ (Faculty Only) 40 Other If other, specify _____

BEGINNING EMPLOYMENT DATE: _____ THROUGH: _____ (Date)

1. POSITION APPROVED FOR CURRENT BUDGET? Yes No
2. NEW POSITION? Yes No REPLACEMENT FOR: _____
3. SPECIAL PROVISIONS _____
4. PROPOSED CLOSING DATE FOR ACCEPTING APPLICATIONS _____
5. PROPOSED EMPLOYMENT DATE _____
6. THE AD IS TO BE RUN ON THE FOLLOWING DATE(S) _____

NOTE: LEAD TIME OF FOUR (4) BUSINESS DAYS IS REQUIRED FOR PLACEMENT OF ADS
 (i.e. – if an ad is to be run on Sunday, it must be received in the Personnel Office the previous Monday)

Name of Paper	Date to Run	Name of Paper	Date to Run
Name of Paper	Date to Run	Name of Paper	Date to Run

Requested by _____
Title Date

Approved _____
Date

Approved _____
Department Vice President Date

Approved _____
Human Resources Director Date

Approved _____
Vice President for Fiscal Affairs Date

Approved _____
President Date