

Staff Hiring Authorization Form

Job # _____

Before submission to Human Resources, please complete and approve this form with your personalized approval stamp. Then email it to your Vice President for their approval. They will forward it to the CFO (for budget authorization) who will forward it to HR for final approval.

Name _____

Address _____

City State ZIP

Phone _____ Personal Email _____

Position Title _____

Department _____ Start Date _____

Supervisor _____

Budget # **(required)** _____
(Format: 11-XXXX-XXXX. Budget should equal the staff adjustment request budget, if applicable)

Compensation: Annual Salary \$ _____ Hourly Rate \$ _____

Classification: ____ Exempt ____ Non-Exempt ____ Temporary (ending date _____)

Keys Needed (include building name and office #): _____

Benefits: ____ Yes ____ No

Computer Equipment & Software/Program Needs (include location):

Additional Notes:

Approval Stamps:

1. Recommending Dean/Director

2. Applicable Vice President

3. CFO (Budget Authorization)

4. Human Resources