

EMPLOYMENT REQUEST

(Used when ready to hire a candidate)

(Employee's Full Name)

(Position Title) Attach resume of person to be hired)

Department _____

Department Number _____

Start Date _____

Ending Date _____

(For Faculty Contracts Only)

\$ _____ Annual Salary = \$ _____ Per Month OR \$ _____ Rate Per Hour

\$ _____ Housing in Residence Hall _____ with _____ without duties

\$ _____ Meals in Dining Hall

\$ _____ Other _____

\$ _____ Moving Allowance with appropriate receipts.

\$ _____ **MAXIMUM COMPENSATION TOTAL**

\$ _____ **AMT. OVER ORIGINAL REQUEST OR CURRENT SALARY**(Line Item: _____)

Reason: _____

Requested by:

Approved by:

Approved by:

VP/Sr. Cabinet Member

VP/CFO

President

Date

Date

Date

Human Resources:

Position Classification _____ non-exempt _____ exempt Category _____

Benefits Eligibility _____ Yes _____ No Reason: _____

Tiaa/Cref Retirement Plan Eligibility Date: _____ (Unless Pre-Qualified)

HR Update by: _____ Date: _____