

**Division of Student Affairs**  
**Hiring & Personnel Action Request Form**  
 Administrative and Staff Positions

Department Name:	<input type="text"/>	Position #:	<input type="text"/>
Job Title:	<input type="text"/>	Job Family:	<input type="text"/>
Position Type:	<input type="checkbox"/> Administrative <input type="checkbox"/> Staff	Career Level:	<input type="text"/>
Activity #1:	<input type="text"/>	Activity #2:	<input type="text"/>

**BUDGET & HR INFORMATION (ALL POSITIONS)**

Budgeted/Target Salary:	<input type="text"/>	Is the position budgeted?	<input type="checkbox"/>
		<small>Mark if Yes</small>	
Budgeted Fringe Benefits:	<input type="text"/>	Justification attached:	<input type="text"/>
Attach Updated Job Description	<input type="checkbox"/>	Funding source:	<input type="text"/>

**PERSONNEL ACTION (EXISTING EMPLOYEE)**

Employee Name:	<input type="text"/>	Position #:	<input type="text"/>
Panther Id#:	<input type="text"/>	Funding source:	<input type="text"/>
<input type="checkbox"/> Salary Increase/One-time bonus	<input type="checkbox"/> Change temp to regular line	Requested effective date:	<input type="text"/>
<input type="checkbox"/> Classification Action	<input type="checkbox"/> Change in Shift/FTE		
Describe Shift/FTE Change:	<input type="text"/>	Funds needed for requested action:	<input type="text"/>

**HIRING (NEW EMPLOYEE)**

<input type="checkbox"/> Fill existing vacant position	Replacing:	<input type="text"/>
Position #:	<input type="text"/>	Will there be an overlap?
		<small>Mark if Yes</small> <input type="checkbox"/>
	Last date of employment:	<input type="text"/>
<input type="checkbox"/> Fill new position	Proposed hiring/target range:	<input type="text"/>
If anticipated hire is above the budgeted amount, identify additional funding source:		<input type="text"/>

**APPROVALS**

Department Director:	_____	Budget:	_____
AVP:	_____	HR:	_____