SPRING HILL COLLEGE PERSONNEL HIRE / STATUS CHANGE FORM

Employee's Name		Check One:
Department		New Hire Termination/Resignation
Job Title		Change
Replaces? (Name)		<i>Check One:</i> Regular     Temporary
Supervisor Name		<b>-</b>
Effective Date		<i>Check One:</i>
Check One:	(Fill in \$ Amount)	Hours per week
Exempt Salary	(Fill in \$ Amount)	
Salary Account #:		
Check One: Hired within budget Approval to go over budget attached		Processes Credit Card Payments? <i>Check One:</i> Yes * No
Need access to be able to process requisitions, POs, & approvals? <i>Check One:</i> Yes No		*Requires Signed Confidentiality Disclosure Needs credit card? Yes Max. amount No
Sign Name Print Name Department Head/Appointing Authority		Date
Sign Name Print Name Vice President/Officer		Date
Finance Office	Date	
FORWARD TO THE ACCOUNTING & FINANCE OFFICE		

updated: 4/6/2018