

**SPRING HILL COLLEGE
PERSONNEL HIRE / STATUS CHANGE FORM**

Employee's Name		<i>Check One:</i>
Department		<input type="checkbox"/> New Hire
Job Title		<input type="checkbox"/> Termination/Resignation
Replaces? (Name)		<input type="checkbox"/> Change
Supervisor Name		<i>Check One:</i>
Effective Date		<input type="checkbox"/> Regular
<i>Check One:</i>		<input type="checkbox"/> Temporary
<input type="checkbox"/> Non-Exempt Hourly		<i>Check One:</i>
	<i>(Fill in \$ Amount)</i>	<input type="checkbox"/> FT _____
<input type="checkbox"/> Exempt Salary		Hours per week
	<i>(Fill in \$ Amount)</i>	<input type="checkbox"/> PT _____
<i>Check One:</i>		Hours per week
<input type="checkbox"/> Hired within budget		Processes Credit Card
<input type="checkbox"/> Approval to go over budget attached		Payments?
Need access to be able to process requisitions, POs, & approvals?		<i>Check One:</i>
<i>Check One:</i>		<input type="checkbox"/> Yes *
<input type="checkbox"/> Yes		<input type="checkbox"/> No
<input type="checkbox"/> No		*Requires Signed Confidentiality Disclosure
		Needs credit card?
		<input type="checkbox"/> Yes _____
		Max. amount
		<input type="checkbox"/> No

Sign Name	Print Name	Date
Department Head/Appointing Authority		

Sign Name	Print Name	Date
Vice President/Officer		

Finance Office	Date	Salary Account #:
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FORWARD TO THE ACCOUNTING & FINANCE OFFICE