

**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>Fill in \$ Amount</i>)	<input type="checkbox"/> FT _____
<input type="checkbox"/> Exempt Salary	_____ (<i>Fill in \$ Amount</i>)	Hours per week
Salary Account #:	_____	<input type="checkbox"/> PT _____
		Hours per week

Check One:

Hired within budget

Approval to go over budget attached

Processes Credit Card Payments?

Check One:

Yes *

No

*Requires Signed Confidentiality Disclosure

Need access to be able to process requisitions, POs, & approvals?

Check One:

Yes

No

Needs credit card?

Yes _____

Max. amount

No

Sign Name	Print Name	Date
Department Head/Appointing Authority		

Sign Name	Print Name	Date
Vice President/Officer		

Finance Office	Date
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FORWARD TO THE ACCOUNTING & FINANCE OFFICE
