

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

Employee's Name \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Replaces? (Name) \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Effective Date \_\_\_\_\_

Non-Exempt Hourly \_\_\_\_\_

*(Fill in \$ Amount)*

Salary Account #:  
(required) \_\_\_\_\_

*Check One:*

- New Hire
- Rehire
- Change
- Terminate

*Check One:*

- Fall & Spring
- Summer

*Check One:*  
(required)

- Hired within budget
- Over budget (VP signature required)

Need access to CX?

*Check One:*

- Yes
- No

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Sign Name \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Department Head/Appointing Authority

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Finance Office \_\_\_\_\_ Date \_\_\_\_\_

**FORWARD TO THE ACCOUNTING & FINANCE OFFICE**