

**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)*

*Check One:*

- New Hire
- Rehire
- Change
- Terminate

*Check One:*

- Fall & Spring
- Summer

*Check One:*

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

Need access to CX?

*Check One:*

- Yes
- No

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

\_\_\_\_\_  
 Finance Office    Date    Salary Account #:

**FORWARD TO THE ACCOUNTING & FINANCE OFFICE**