



**HIRING APPROVAL &
SALARY REQUEST FORM
(REGULAR EMPLOYEES &
PART-TIME FACULTY)**

Complete the appropriate Hiring Approval form for *all* hires.
This is in addition to the online personnel requisition approval.

HIRING APPROVAL

Employee
Name _____

First, Middle Initial, Last

Job Title AND Program/Dept. _____

Effective Date: _____

TLR Supervisor: _____
PRINT Name

Budget # 1: _____ % Recommended Salary Placement* _____ \$ _____
Step Or Salary

Budget # 2: _____ % per hour month annual salary

Budget # 3: _____ % Percent FTE: _____ %

**Actual salary placement may be based on bargained agreements or other factors.*

Please give a brief explanation and attach documentation that supports the salary level request:

Supervisor _____

Date _____

Appointing Authority _____

Date _____

-----**(DO NOT WRITE BELOW THIS LINE)**-----

HUMAN RESOURCES/PAYROLL USE ONLY

Job Posting No: _____

New Hire Additional Appointment Rehire Transfer/Promotion

Social Security No: _____ Job Class _____ Employee Type _____

Department: _____ Supervisor: _____

FT Rate/Contract Amt: _____ Step/Range: _____

Job Pay Rate: _____ Pay Cycle: _____

Prior State Employment? Yes No Remarks: _____

Executive Director, Human Resources Date

Entered
By: _____
Date

Payroll Cycle: _____