



Spring Hill College
Personnel Hire / Status Change Form

Employee ID#: _____

Employee's Name: _____

Department: _____

Job Title: _____

Replaces? (Name) _____

Supervisor Name: _____

Effective Date: _____

Check one option:

- New Hire
- Term./Resign
- Changer/Transfer

- Regular
- Temporary

Check One for Each of the Following Options:

Non-Exempt Hourly _____ (Fill in \$ Amount) FT _____ Hours per Week

Exempt Salary _____ (Fill in \$ Amount) PT _____ Hours per Week

Salary Account #: _____

- Hired Within Budget
- Approval to go over Budget Attached

Needs Credit Card?

- Yes _____ (Max. Amount is 5K)
- No

Needs access to the PO system including requisitions & approvals?

- Yes
- No

Processes Credit Card Payments?

Staff Only:

- Yes*
- No

**Requires signed Confidentiality Disclosure*

For Admission or Res-Life

Needs Cell Phone?

- Yes
- No

SHC email if yes:

 Dept. Head/Appointing Authority Signature Print Name Date

 Vice President/Officer Signature Print Name Date

***No signature needed for terminations/resignations. Just cc your VP on the email submission to HR.**

 Financial Officer Signature Print Name Date