



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