SPRING HILL COLLEGE
PERSONNEL HIRE / STATUS CHANGE FORM
STUDENTS

Employee's Name _____

Check One:
- ☐ New Hire

Department _____
- ☐ Rehire
- ☐ Change

Job Title _____
- ☐ Terminate

Check One:

Replaces? (Name) _____
- ☐ Fall & Spring
- ☐ Summer

Supervisor Name _____

Effective Date _____

Non-Exempt Hourly _____ *(Fill in $ Amount)*

Salary Account #:
(required) _____

Check One:
(required)
- ☐ 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**

FORWARD TO THE ACCOUNTING & FINANCE OFFICE

updated: 4/9/2018