

Please use this form when hiring individuals into restricted or other position when job posting is not required. In addition to this form, you may need to submit the following items:

- New Position Request (to add a new position)

**PLEASE PROVIDE THE FOLLOWING POSITION INFORMATION**

Position information can be found in the HR Department Roster, available under the My Work tab in WaveNet.

HR Dept ID#: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Position#: \_\_\_\_\_ Position Title: \_\_\_\_\_

Position Reports to (name and position#): \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ CWID (if known): \_\_\_\_\_

**PLEASE INDICATE THE HIRING ACTION YOU ARE REQUESTING**

- Hire/Rehire/Renew/Extend/Transfer an employee in a Restricted employee classification.

Please provide a brief description of the job duties (required):

- Transfer an existing employee into an interim or acting role.
- Transfer an existing employee out of an interim or acting role.
- Transfer/hire an existing employee into a position which has been granted an exemption from posting.

**PLEASE PROVIDE THE FOLLOWING EMPLOYMENT DETAILS**

Employment start dates must correspond with the first day of a pay period. An employee may not work until all paperwork is completed with HR.

Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_ Expected Hours/Week: \_\_\_\_\_ (40 max)

Hourly Rate: \$ \_\_\_\_\_ or Monthly Rate: \$ \_\_\_\_\_ FLSA Status (HR use only) \_\_\_\_\_

Annual amount budgeted for this position: \$ \_\_\_\_\_ Major Area Budget Mgr Funding Confirmation \_\_\_\_\_ (initial)

Please use the space provided (or the back) to communicate other hiring details:

*Please obtain all signatures up through the VP/Provost level before submitting this form to Human Resources. Forms without signatures will be returned.*

_____ Supervisor/Hiring Manager Signature	_____ Printed Name	_____ Extension	_____ Date
_____ Department Head Signature	_____ Printed Name	_____ Date	
_____ Dean/Chief Officer Signature	_____ Printed Name	_____ Date	
_____ Provost/VP Signature	_____ Printed Name	_____ Date	
_____ Chief Human Resources Officer Signature	_____ Printed Name	_____ Date	

Lauren Cosentino