

MARYWOOD UNIVERSITY REQUEST FOR NEW/REPLACEMENT POSITION

A. TO BE COMPLETED BY IMMEDIATE SUPERVISOR:

Department		Budget Number	
Job Title		<input type="checkbox"/> Hourly or <input type="checkbox"/> Salaried	<input type="checkbox"/> Replacement or <input type="checkbox"/> New
Name of Current Employee Being Replaced (if applicable)		Last Date of Work for Current Employee	Click or tap to enter a date.
Preferred Start Date for New Hire	Click or tap to enter a date.		

Indicate if Position is: Please check all that apply.	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> 10-month <input type="checkbox"/> 12-month <input type="checkbox"/> Temporary from ___ to ___
Number of Scheduled Hours per Week:	<input type="checkbox"/> 20 <input type="checkbox"/> 35 <input type="checkbox"/> 40 <input type="checkbox"/> Other ___ hrs./wk.
Work Day Start Time: AM/PM	Work Day End Time: AM/PM
Scheduled Days per Week:	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Does this position require working with minors?	<input type="checkbox"/> Yes or <input type="checkbox"/> No

Please designate a mentor, who will serve as a resource for the employee from date of hire through the initial weeks of employment, for the new hire.	Mentor Name:	
	Mentor Title:	
	Mentor Email:	

Signature of Immediate Supervisor _____ Date: _____

B. TO BE COMPLETED BY APPROPRIATE VICE PRESIDENT:

Approved Hourly Rate for Non-Exempt Employee	\$ _____ per hour
Approved Annual Salary for Exempt Employee	\$ _____ per year

Before this request may be honored, the appropriate Vice Presidents must sign below.

Signature of Area VP _____ Date: _____

Signature of VPFA _____ Date: _____

C. TO BE APPROVED BY THE PRESIDENT (required for NEW positions)

Signature of President _____ Date: _____

D. TO BE COMPLETED BY HUMAN RESOURCES:

New Hire Name		Date of Hire:	
Approved Start Date		Approved Starting Wage/Salary	

Signature of Executive Director of Human Resources _____ Date: _____