

Hiring and Personnel Approval Form:

Staff, Administration, and Non-Student Temporary (OPS)

Department Name			
Position Title		Number	
Position Type	Staff <input type="checkbox"/>	Administration <input type="checkbox"/>	Non-Student OPS <input type="checkbox"/>
	Student OP 6 <input type="checkbox"/>		

Chartfield String is REQUIRED information or this form will not be signed:

Operating Unit		Fund		Dept. ID	
Product		Initiative			

HIRING

<input type="checkbox"/> Fill existing vacant position # <input type="checkbox"/> Fill new position # Replacing: <input style="width: 200px;" type="text"/> Proposed hiring range: <input style="width: 600px;" type="text"/>	<input type="checkbox"/> Resigned (last date of employment: ____/____/____) <input type="checkbox"/> Transferred to another department <input type="checkbox"/> Promoted within department <input type="checkbox"/> Other: _____
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OR

PE Extending non-student temporary appointment

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Upon completion email signed form to ASBC-Budget@usf.edu for approval.

Department Director Signature: _____ Date: _____

AVP Signature: _____ Date: _____

VP Signature (SPI Only): _____ Date: _____

Approved by:

ASBC Director/ Fiscal & Business Administration Manager: _____ Date: _____

ASBC ONLY - BUDGET INFORMATION:

Amount of budget available for salary: Budget Combo Code: