

Hiring and Personnel Approval Form:
 Staff, Administration, and Non-Student Temporary (OPS)



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

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 type="checkbox"/> Resigned (last date of employment: ____/____/____) <input type="checkbox"/> Transferred to another department <input type="checkbox"/> Promoted within department <input type="checkbox"/> Other: _____
Proposed hiring range: 	

OR

PERSONNEL ACTION

Employee Name:	
<input type="checkbox"/> Salary increase or bonus <input type="checkbox"/> Reclassify position <input type="checkbox"/> Change non-student temporary to regular line	<input type="checkbox"/> Increase FTE of existing employee <input type="checkbox"/> Extending non-student temporary appointment

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: