

**CATAWBA COLLEGE
REQUEST FOR PERSONNEL**

Date:			
Title:			
Department:		Account	

TERMS OF EMPLOYMENT					
Faculty	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Replacing	<input style="width:95%;" type="text"/>
New	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	OR	
Part-time	<input type="checkbox"/>	Days	<input style="width:40%;" type="text"/>	Hours	<input style="width:40%;" type="text"/> (per week)
Salary	<input type="checkbox"/>	Annual	<input style="width:40%;" type="text"/>	Hourly	Rate <input style="width:40%;" type="text"/>
12 Mo.	<input type="checkbox"/>	11 Mo.	<input type="checkbox"/>	10 Mo.	<input type="checkbox"/>
		9 Mo.	<input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
		Begin Date		End Date	
		<input style="width:90%;" type="text"/>		<input style="width:90%;" type="text"/>	
Temporary	<input type="checkbox"/>	Begin Date		End Date	
		<input style="width:90%;" type="text"/>		<input style="width:90%;" type="text"/>	

CONTROLLER	
<p style="text-align:center; margin: 0;">REPLACEMENT</p> <p>Position Budget _____</p> <p>Salary Above _____</p> <p>Under/(Over) Budget _____</p>	<p style="text-align:center; margin: 0;">NOTES</p> <div style="border: 1px solid black; height: 100px;"></div>

APPROVALS		Not Approved		
Requested by:		Date:		
Department Head:		Date:		
Provost/V-P:		Date:		
VP for Finance:		Date:		
HR Director:		Date:		

ROUTING:
 Requested By
 Department Head
 Controller
 Provost / VP
 VP for Finance
 President
 Human Resources

Please provide a written job description for all new positions or a change in the current position.