



# SAVANNAH STATE UNIVERSITY

## EMPLOYMENT REQUEST FORM

This request must be completely processed and approved before any interviews, transfers, promotions or Position Announcements takes place. The Office of Human Resources will notify the originator of the request when approved. All activities must be coordinated with the Office of Human Resources to ensure compliance with governmental regulations.

Job Title: \_\_\_\_\_

- New Position Job Code: \_\_\_\_\_  
 Replacement in Existing Position  
 Temporary Position, Ending \_\_\_\_\_

Budget Account No. \_\_\_\_\_

### NON – EXEMPT POSITION:

Hourly Rate: \$ \_\_\_\_\_ EFT \_\_\_\_\_ Replacement of \_\_\_\_\_

### EXEMPT POSITION:

Monthly Rate: \$ \_\_\_\_\_ EFT \_\_\_\_\_ Replacement of \_\_\_\_\_

Job Description: (Attach Detailed Description)

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

Title III Director: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

Budget Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

V.P. Fiscal Affairs: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

Appropriate V.P.: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

Remarks: \_\_\_\_\_