



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: _____