



Human Resources Action Form

CHECK ONLY ONE OF THE FOLLOWING:
REQUEST TO HIRE

Department: _____

Position: _____

Salary: _____ (yearly/hourly)

Planned Start Date: _____

Status: Full-time Part-time ___hrs/week
 Temporary ___hrs/week Exempt Non-Exempt

Check One:

Human Resources Use Only	
Candidate:	_____
Salary:	_____
EDHR Approval:	_____
CFO Approval:	_____
EVP Approval:	_____
Pres. Approval:	_____

Replacement for: _____

Reason for Resignation: _____

Addition to Staff (Provide explanation below)*

Explanation: _____

* Requires President's Approval

SALARY, POSITION AND/OR STATUS CHANGE

Employee Name: _____

Effective Date: _____

Current Department: _____

New Department: _____

Current Position: _____

New Position: _____

Current Salary: _____ (yearly/hourly)

New Salary: _____ (yearly/hourly)

Current Status: Full-time Part-time Temporary Exempt
 Non-Exempt

New Status: Full-time Part-time Temporary Exempt
 Non-Exempt

Explanation: _____

TERMINATION OF EMPLOYMENT - SVA Initiated

Employee Name: _____

Current Position: _____ End Date: _____

Explanation (Resigned, Dismissed, Other): _____

APPROVALS

Department Head/Chair _____ Date _____

2nd Department Head Approval (if applicable) _____ Date _____

Executive Director of Human Resources _____ Date _____

Chief Financial Officer _____ Date _____

Executive Vice President _____ Date _____

President _____ Date _____

HUMAN RESOURCES/PAYROLL USE ONLY

Employee Number _____

HR Budget Verification _____ Date _____

Payroll Entered by: _____ Date _____

Payroll Verified by: _____ Date _____