

THE DEPARTMENT WILL FILL OUT THE HIGHLIGHTED BLANKS BELOW:

**ARMSTRONG ATLANTIC STATE UNIVERSITY
PERSONNEL REQUEST FORM**

This form is used for
current job description
Budget Director,
approvals, the form

****THIS FORM IS JUST A SAMPLE****

resources with a
approval to the
ing all necessary

FOR DEPARTMENT USE:

REQUEST INITIATED BY:

Name: _____ Department: _____

REQUEST APPROVAL TO:

- () Fill the position vacated by: _____
- () Create a new position _____
- () Hire Temporary / Seasonal Assistance _____

Justification: _____

(If more space is needed, please attach additional page)

POSITION INFORMATION: Position Title: _____

Position Category: () Administrative () Faculty () Professional Non-Faculty () Classified Staff

Type of Employment: () Regular () Temporary - Enter employment begin/end dates: _____

() Full time () Part time _____%FTE or _____ Hours/week

() Grant Name of Grant _____

Requested Salary Amount: \$ _____ Per: () Hour () Month () Year

ADVERTISING: In addition to local postings in papers and the HR web site, notification of local agencies, and listing with the Georgia Dept. of Labor, please publish the advertisement in the following papers/web sites on the dates listed:

Advertise In: _____ DATES: _____

Approval by Dean/Director: _____ Date: _____

BUDGET INFORMATION:

Funds for this position are: () Available () Not Available Fiscal Year _____

Funding Source: State: () General () Research () SFI () Lottery
() Technology Fee () Project/Grant () Other (List) _____

Accounting String: Account _____ Fund _____ Dept. _____ Program _____
Class _____ Project _____

Payroll Position # _____ Position Title _____ B-Code _____

Budgeted amount: \$ _____

Budget Director: _____ Date: _____

APPROVALS:

SUPERVISORY VICE PRESIDENT () Approved () Not Approved

Signature _____ Date _____

VICE PRESIDENT – BUSINESS & FINANCE () Approved () Not Approved

Signature _____ Date _____

PRESIDENT (IF REQUIRED) () Approved () Not Approved

Signature _____ Date _____