KING'S COLLEGE REQUISITION FORM

POSITION INFORMATION

☐ Addition to Staff ☐ Replacement of current position ☐ Replacement of open position with new position

Position Title: _____

Annualized Pay Rate: _____ **Hourly Pay Rate:** _____ **Grade Level:** _____

Supervisor for this position: _____ **Department:** _____ **Dept. #** _____

Type of Position: ☐ Non Exempt ☐ Exempt

Work Schedule: _____ **No. of Hours** _____

Indicate if Position is (Please Check all that apply):

☐Full Time ☐Part Time ☐10 Month ☐12 Month ☐35 week (ACYR) ☐ Temporary **From_____To_____**

APPROVALS

Supervisor _____ Date _____
Vice President _____ Date _____
EVP for Business & Administrative Affairs _____ Date _____

HUMAN RESOURCES

☐ Position Posted to Webpage ☐ Position Advertised in Media Outlets ☐ SharePoint Site Set up

Name _____ **I.D. No.** _____

Effective Date _____ **Payroll Date** _____

Payment Type: ☐ **Thursday** ☐ **Friday** ☐ **Web Advisor**
                  ☐ **ST** ☐ **SM** ☐ **HR**
                  ☐ **SR** ☐ **HM** ☐ **Timetrak**

Bi-weekly Rate _____ **Dept.(Name & GL)**_____

Payroll documents attached ☐

Payroll Instructions:
_____
_____
_____

Human Resources Dept. Signature _____