



# Student Success Business Office Staff Payroll Request Form

For SS Business Office use only	
Date Received:	
Exception Form:	

This form is used to hire staff employees and to update existing staff attributes. Submit completed form to the Student Success Business Office.

Please select request type:  New position  Existing position update

Post Position:  Yes  No *If yes, please complete section at bottom.*

## Position Information

Position Number: \_\_\_\_\_

Proposed Grade: \_\_\_\_\_

Position Title: \_\_\_\_\_

Tentative Hire Date: \_\_\_\_\_

Working Title (optional):

Driving Responsibility:

Shift (37.5 or 40 hours/week, work schedule, etc.)

## Qualifications

Minimum education level: \_\_\_\_\_  
 \_\_\_\_\_

Specific Degree Requirements: \_\_\_\_\_  
 \_\_\_\_\_

Minimum job experience: \_\_\_\_\_  
 \_\_\_\_\_

Preferred Education/Experience: \_\_\_\_\_  
 \_\_\_\_\_

Specific skill sets required: \_\_\_\_\_  
 \_\_\_\_\_

MJRs (may be attached):

## Budget and Justification

Funding Source (Cost Center): \_\_\_\_\_

Justification:

Budget Impact:

## Posting Information

Length of posting: \_\_\_\_\_ IEBC:  Yes  No  
 If yes, name of employee: \_\_\_\_\_

Would you like a behavioral based interview guide customized for this position?  Yes  No

Job Summary (may be attached):

Posting Questions (may be attached):   
*(limit 3 open response questions)*

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_