



# ARIZONA WESTERN COLLEGE PART-TIME PERSONNEL REQUISITION

**\*\*NO POSITION WILL BE FILLED AND NO COMMITMENT MAY BE MADE TO ANY CURRENT OR PROSPECTIVE EMPLOYEE UNTIL HUMAN RESOURCES NOTIFIES THE SUPERVISOR OF APPROVAL\*\***

TO: Human Resources Office

FROM: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

Employee Name \_\_\_\_\_ ID# only: \_\_\_\_\_

New Employee\*     Current Employee     Work-study/College Payroll\*     Former-Last employment date: \_\_\_\_\_

\*Do not put Social Security number above

**\*New Employees and Student Workers (Work-study/College Payroll) require a complete Application of Employment with a valid e-mail address prior to initiating background.**

**Documents must be submitted to HR; Incomplete documentation will delay process**

## HIRE

Estimated start date: \_\_\_ / \_\_\_ / \_\_\_    **Contingent upon successful background completion.**  
**ACTUAL** start date (completed/approved by HR): \_\_\_ / \_\_\_ / \_\_\_

Grant Funded position:  YES     NO (Non-grant funded positions will remain open until a Separation Form is submitted)

Grant End Date: \_\_\_ / \_\_\_ / \_\_\_    **\* NEW PT REQ** will be needed for new Grant Year.

Position title: \_\_\_\_\_    **New Position:**  YES     NO

**\*Position title MUST match signed and approved Job Description on file.**

Job description **must be** attached

COMPLETE 15-digit budget code: \_\_\_\_\_

Additional budget code: \_\_\_\_\_

Additional budget code: \_\_\_\_\_

Business Services approval: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**\* Bus. Services** approval needed for Grant-Funded positions.

ALL Fields must be completed:  
 Hours per week: \_\_\_\_\_  
 Hourly rate: \$ \_\_\_\_\_  
\*See current PT salary schedule  
 (hourly must be at least current minimum wage)

## CHANGE

Effective Date: \_\_\_ / \_\_\_ / \_\_\_

Budget code    FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_

- Supervisor has reviewed the application and has made the necessary reference checks.
- Supervisor verified that the budget code is correct and that funds are available in budget code provided.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Supervisor Signature                      Date                      Alternate Supervisor Signature                      Date

\_\_\_\_\_  
 Supervisor Print Name                      Alternate Supervisor Print Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 College Officer Signature (VP)                      Date                      CHRO/HR Coordinator Signature                      Date

## TO BE COMPLETED WITH HR

- Applicant has accepted the position and completed all necessary new hire paperwork.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Applicant Signature                      Date