

White Human Resources
 Green Position Control
 Canary President's Office
 Pink Department Head / Project Director
 Golden Rod Payroll



MISSISSIPPI VALLEY STATE
 UNIVERSITY

RECOMMENDATION FOR NEW HIRE

PC05-NH

Required Supporting Documents: **Hourly** (Application, Letter of Recommendation)
Salary (Application, Resume', Transcript, Letters of Recommendation)

Name: _____ Identification # _____
 Position: _____ Race/Ethnicity: _____
 Job Class: _____ Citizenship: _____ Gender: _____ Exempt Status* _____

Department Name: _____ Department Name: _____
 Banner Org #: _____ Fund #: _____ Banner Org #: _____ Fund #: _____
 Page: _____ Line: _____ Page: _____ Line: _____
 Pay Period From: _____ To: _____ Pay Period From: _____ To: _____
 Full Time Part Time ____% Student Full Time Part Time ____% Student
 Annual Salary : _____ Total Pay: _____ per Annual Salary : _____ Total Pay: _____ per
 12 mo. 10mo. 9mo. Other _____ 12 mo. 10mo. 9mo. Other _____
 Monthly Salary Rate: _____ Wage Rate: _____/hr. Monthly Salary Rate: _____ Wage Rate: _____/hr.

* Codes: 1-Exempt 2=Non Exempt 3=Exempt Tenure 4=Tenure Track 5=Exempt Non Tenure Track

RECOMMENDED BY:

_____	_____	_____	_____
Department Chair / Project Director	Date	Human Resources	Date
_____	_____	_____	_____
Sponsored Programs / Title III Director	Date	Position Control Officer	Date
_____	_____	_____	_____
Executive Staff / Vice President (Refer to Approval Limit Schedule)	Date	Vice President for Business and Finance (Refer to Approval Limit Schedule)	Date
_____	_____	_____	_____
		President (Refer to Approval Limit Schedule)	Date

Note: To initiate pay, employees must complete all documents in Human Resources. Department Chairs are responsible for initiating the PC05s.