

MVNU HUMAN RESOURCES ACTION FORM

STEP 1A: POSTING/CHANGE REQUEST (COMPLETE STEP 1A AND 1B AND SUBMIT TO HR)

New Hire (Attach posting)

New Position (Position Name: _____)

Replacement (Name of employee being replaced: _____)

Salaried Hourly Assistant Coach

Full-time Part-time Temporary Benefit Eligible: Yes No

For Posting Purposes: Hourly Rate: From \$ _____ to \$ _____ Salary: \$ _____ Pay Grade: _____

Pay Change (Complete Step 1B)

Status Change (Complete Step 1B)

Explanation of Request (include position names, effective dates, and justification for position/change):

Approved by Director: _____ Date: _____

Approved by Division VP: _____ Date: _____

STEP 1B: EMPLOYEE CHANGES (FOR PAY/STATUS CHANGES ONLY)

Employee Name _____ MVNU ID # _____ Effective Date _____

Job Title Current: _____ To: _____

Employment Status Current: _____ To: _____

Salary Current: _____ To: _____

STEP 2: SALARY/BUDGET INFORMATION (FOR HR OFFICE USE ONLY)

Budgeted for Position: \$ _____ Recommended Salary: \$ _____ Per Hour \$ _____

Hours/Week: _____ Months/Year: _____

Account #: _____ Budget From: _____ Account Description: _____

STEP 3: NEW HIRE/CHANGE APPROVAL (COMPLETE ONCE HIRING DECISION IS MADE)

Name: _____ Start Date: _____

Job Title: _____ Annual Salary: \$ _____ Per Hour \$ _____

Approval for Moving Expenses: Yes No Approval for Cell Phone: No \$15 \$30

Does this position require motor vehicle (MVR) check? Yes No

Approved by Division VP: _____ Date: _____

Approved by Director of HR: _____ Date: _____

Approved by President: _____ Date: _____