



## Employment Request Form

<b>SECTION 1 - Type of action requested</b>				
<input type="checkbox"/> Fill existing position <input type="checkbox"/> New Position (Complete Employment Request Justification Form and attach job description)				
<b>SECTION 2 - Advertisement Information</b>				
<input type="checkbox"/> In-house posting only (10 working days required for all non-exempt classified positions)				
<input type="checkbox"/> In-house posting and external publications simultaneously				
**All job postings will be advertised on the College Website, WV Job Service, Higher Ed Jobs and Indeed. Additional advertising sources such as newspapers or special journals must be specifically requested along with justification for the expense.				
<b>SECTION 3 - Employment Type</b>				
<input type="checkbox"/> Regular FT <input type="checkbox"/> Regular PT (Extra Help) <input type="checkbox"/> Faculty <input type="checkbox"/> Adjunct Faculty				
<input type="checkbox"/> Work Study <input type="checkbox"/> Supplemental <input type="checkbox"/> Temp <input type="checkbox"/> Casual				
Job Title		Previous Incumbent		FTE
Recommended Salary		Salary Justification:		
<b>SECTION 4 - Accounting and Justification Section (Must be completed for all positions)</b>				
Department	Oasis Unit/Banner Org	Fund	Sub-fund	Appropriation
0445				
Justification for position				
<b>SECTION 5 - Complete the following section for Regular PT (Extra Help), Adjunct Faculty, Work Study, Supplemental, Temp, or Casual)</b>				
<b>Note: Monies can only be encumbered for the fiscal year July 1<sup>st</sup> – June 30<sup>th</sup>.</b> <i>(It is your responsibility to keep watch on employment dates and monies encumbered)</i>				
Anticipated Start Date		Anticipated End Date		
Name	Campus	# Hours per week	Total Amount to be Encumbered	
<b>Comments:</b>  <i>STUDENTS MAY NOT EXCEED 20 HOURS PER WEEK</i>				
<b>All applicable information must be complete prior to routing for signatures.</b>				

Supervisor	Date	Cabinet Level Supervisor	Date
Controller	Date	CFO/VP Finance-Administration	Date
President	Date	Director of Human Resources	Date

<b>Business Office – HR Office ONLY</b>			
Accounting Period	# pay periods	Amount per pay period	Total
July 1 – Dec 31			
Jan 1 – June 30			
Date entered in Oasis:		Date entered in Banner:	