

MARYMOUNT MANHATTAN COLLEGE
FULL-TIME(Annual Salaried) EMPLOYEE HIRING FORM

HR/Payroll Use Only

ADP File # _____

Time & Attendance Y / N

Complete Section 1 and return to the Human Resources Department. Positions will not be posted until the President has approved all requests and all information is completed and accurate.

PA Form- FT (Revised 10/2014)

1. Request to Fill Position

Department Name _____ Budget Code _____ - _____ - _____
Fund Object Code Dept. #

Position Title _____

☐ Replacement ☐ New Position Annual Salary \$ _____

Replacement for _____ \$ _____
(Current Incumbent) Name Title Annual Salary

Reports To: _____ Proposed Start Date ____/____/____

Manager/Director/Dean _____ Date ____/____/____
(Print & Sign Name)

Area Vice President _____ Date ____/____/____
(Print & Sign Name)

2. Budget Approval

Funds Available: Yes ☐ No ☐

Amount Available: \$ _____ Object Code _____ Department _____

Controller's Office Budget Approval _____ Date ____/____/____
(Print & Sign Name)

3. Human Resources Approval

Union: _____ Non-Exempt ☐ Exempt ☐
HR USE ONLY

Director _____ Date ____/____/____
(Print & Sign Name)

4. President's Approval

President _____ Date ____/____/____

5. Candidate for Employment

Background Check Cleared: Yes ☐ No ☐ N/A ☐

Employee's Name _____ Salary \$ _____
(Print)

Start Date ____/____/____ Recruitment Source _____

Comments _____

Final Budget Office Approval _____ Amount \$ _____ Date ____/____/____

Final Area Vice President Approval _____ Date ____/____/____

Final President Approval (if applicable) _____ Date ____/____/____