BALL STATE UNIVERSITY

UNIVERSITY HUMAN RESOURCE SERVICES

EMPLOYEE REQUISITION

For Staff and Service Personnel Vacancies

A Requisition Must be Submitted For Each Employee

Date Name of Last Employee Regular Workshall Regular Workshall Regular Workshall Regular Workshall Regular Work Days Regular Workshall Regular Workshall Regular Workshall Regular Workshall Regular Workshall Regular Workshall Type of Works	TO BE COM	MPL	ETED	BY TH	E SU	PERVI	SOR:	:							
Type of Funding Resignation Reason for Change Building Resignation Type of Position Type of Work Schedule Resignation Building Building Resignation Building Building Building Resignation Building Building Building Resignation Building Building Building Resignation Building B	Department Name					FOA	APAL			I	nterviewing Supe	rvisor	Phone #	Bldg/Room	
Regularly funded Company Compa	Position # Date Needed Name					me of Last Employee					Regular Workshift		Regular	Work Days	
Regularly funded Company Compa															
Dear	□ Regularly funded □ Resignation □ Temporary □ Retirement From □ Discharge □ Grant □ Transfer/Promotion From □ Death □ New Position-attance □ Continuation of p						nation ment arge fer/Promotion Position-attach description of job duties nuation of previous temporary assignment				☐ Full-time ☐ Part-time (hours) ☐ Substitute/on-call ☐ Temporary	per week: l	_) ☐ Fisca	Schedule ☐ Fiscal Year ☐ Academic Year	
Supervisor Signature Date Budget Office or Contracts. & Grants Authorized Signature Date D											Actual Supervisor		Phor	Phone # for Position	
Dean or Administrative Officer Date Date	APPROVAI	LS:						n		,	VERIFICA	TION:	•		
Dean or Administrative Officer Date Date															
Date Date Prom:	Supervisor Signature Date								Budget Office or Contracts & Grants Authorized Signature Date						
TO BE COMPLETED BY UNIVERSITY HUMAN RESOURCE SERVICES: BOUT THE CURRENT POSITION: atte Posted	Dean or Administrative Officer Da							Date	From: To:						
### BOUT THE CURRENT POSITION: atte Posted	Vice President							Date	COMMENT						
### BOUT THE CURRENT POSITION: atte Posted		MPL	ETED	BY UN	IVEI	RSITY	HUM		SOURCE	E SER	EVICES:				
ate Posted	ABOUT THE CURK	RENT F	POSITION	V:											
Staff SG NEE					Req	uisition#		Job Title							
Service				□ web] WEB			□ WEB	☐ HRI	S		e	Census Code		
Alary Range	□ Staff □ Service							G				Job Group)	Cal ID	
OG Sen Dept						Hourly			☐ Trainee						
BOUT THE EMPLOYEE: The state of the state o										Job Class	Sal Schedule		Job Status		
BOUT THE EMPLOYEE: ame Social Security # Effective Date	Badge Number					2 nd Shift: 3 rd Shift:									
PREVIOUS JOB DATA: ADDITIONAL CURRENT DATA: NEW EMPLOYEE DATA: OSITION # SG NE/E Salary/Hourly Rate Performance Period Px Date/Time Orientation Date Date 1-9 Completed Px Date/Time Orientation Date Date 1-9 Completed Px Date/Time Offer Letter Probationary Period	-	LOYEE	·:		_									<u> </u>	
OSITION # SG OG Seniority Date Salary/Hourly Rate Performance Period Yes No Waived (not available for Service) Offer Letter Probationary Period Yes No Waived (not available for Service) Health Insurance: R Representative Date	Name							Social Se	curity#			Effect	tive Date		
NE/E Yes No Waived No Short Short			ΛTA:					RRENT D	ATA:						
R Representative Director, HR Info Area Date Date Date Date Date Page Ar Equal Opportunity/Affirmative Action Employer"	Position # SO	G	NE/E	OG Seniorit	y Date	Salary/Hour	ly Rate	□ Yes □ No		iod	PX Date/Time	Orientatio	on Date		
DDITIONAL COMMENTS: 2 nd Shift: 3 rd Shift:	Previous Salary/Hour	rly Rate		Current Staf	f Salary					ce)		1		nary Period	
R Representative Director, HR Info Area Date Date Date Date Single Family Declined OY MOORE BURKE, DIRECTOR OF HUMAN RESOURCES "An Equal Opportunity/Affirmative Action Employer" 11	ADDITIONAL COMMENTS: 2 nd Shift: 3 rd Shift:													lable for Service)	
Date Date Date Date Date Single Family Declined Date Date Date Date Single Family Declined Date	HR Representative			Dire	ector, HF	₹		Jı	nfo Area _						
IVERSITY HUMAN RESOURCE SERVICES	-										\Box Single \Box Family \Box Declined				
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