

Charleston Southern University

EMPLOYMENT AUTHORIZATION

MEMORANDUM TO: Personnel/Payroll **DATE:** _____

FROM: _____ **TITLE:** _____

This is to request that _____
be employed effective _____ to fill the position described below.

Position Control Number	_____
New, Vacant, Reclassified	_____
Title	_____
Regular or Temporary	_____
If Temporary, Termination Date	_____
Full or Part Time (# Hrs. Per Wk., if PT)	_____
Salary	_____
Pay Band/Step	_____

This position is to be charged to the _____ Department,
Account # _____.

This application was selected in accordance with the terms of all applicable rules and regulations governing employee selection. Attached are the interview reports and applications for all applicants. Documents pertaining to the selection of this applicant will be kept on file in the Payroll/Personnel Office after being approved.

NOTE: No offer of employment shall be made until this selection is approved by the cognizant Vice President.

RECOMMENDED APPROVAL: _____

Immediate Supervisor Date

Dean/Director Date

Vice President Date

REVIEWED BY: _____

Director, Human Resources Date

APPROVED BY: _____

Vice President for Business Affairs (Staff and Coaches)
Vice President for Academics (Faculty)