

**EMPLOYMENT AUTHORIZATION**

**MEMORANDUM TO:** Human Resources/Payroll **DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

This is to request that \_\_\_\_\_  
Be employed effective \_\_\_\_\_ to fill the position described below:

Position Control Number	_____
New, Vacant, Reclassified	_____
Exempt or Non-Exempt	_____
Title	_____
Regular or Temporary	_____
If Temporary, Termination Date	_____
Full or Part Time (if PT, # hours week)	_____
Salary	_____
Pay Band/Step	_____

This position is to be charged to the \_\_\_\_\_ Dept.  
Account # \_\_\_\_\_

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

**NOTE:** No offer of employment shall be made until a background check has been completed and 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:** \_\_\_\_\_  
VP for Business Affairs (Staff and Coaches) Date  
VP for Academic Affairs (Faculty)