

White Human Resources  
 Green Position Control  
 Canary President's Office  
 Pink Department Head / Project Director  
 Golden Rod Payroll



MISSISSIPPI VALLEY STATE  
 UNIVERSITY

## RECOMMENDATION FOR NEW HIRE

**PC05-NH**

**Required Supporting Documents:** **Hourly** (Application, Letter of Recommendation)  
**Salary** (Application, Resume', Transcript, Letters of Recommendation)

Name: \_\_\_\_\_ Identification # \_\_\_\_\_  
 Position: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_  
 Job Class: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Gender: \_\_\_\_\_ Exempt Status\* \_\_\_\_\_

Department Name: _____	Department Name: _____
Banner Org #: _____ Fund #: _____	Banner Org #: _____ Fund #: _____
Page: _____ Line: _____	Page: _____ Line: _____
Pay Period From: _____ To: _____	Pay Period From: _____ To: _____
Full Time Part Time _____% Student	Full Time Part Time _____% Student
Annual Salary : _____ Total Pay: _____ per	Annual Salary : _____ Total Pay: _____ per
12 mo. 10mo. 9mo. Other _____	12 mo. 10mo. 9mo. Other _____
Monthly Salary Rate: _____ Wage Rate: _____/hr.	Monthly Salary Rate: _____ Wage Rate: _____/hr.

**\* Codes:**      **1-Exempt**      **2=Non Exempt**      **3=Exempt Tenure**      **4=Tenure Track**      **5=Exempt Non Tenure Track**

**RECOMMENDED BY:**

Department Chair / Project Director	Date	Human Resources	Date
Sponsored Programs / Title III Director	Date	Position Control Officer	Date
Executive Staff / Vice President <i>(Refer to Approval Limit Schedule)</i>	Date	Vice President for Business and Finance <i>(Refer to Approval Limit Schedule)</i>	Date
		President <i>(Refer to Approval Limit Schedule)</i>	Date

**Note: To initiate pay, employees must complete all documents in Human Resources. Department Chairs are responsible for initiating the PC05s.**