

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
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RECOMMENDED BY:

Department Chair / Project Director	Date	Human Resources	Date
OSP / Title III / Private Grants 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.