

## PERSONNEL REQUISITION FORM

Please use this form to open any recruitment for posting on the University website Requisition									
and to hire new employ	Number:								
Position Title/Rank:	,	Department):							
-		-	0 (	- /					
Supervisor Name:	Email Address:			Phone ext:					
Recruitment Method(s):	Advertising Budget Code:			New Position?  Yes  No					
$\Box$ Department only $\Box$	P								
□ Post on campus (includes USD website)		0			If no, replaces whom?				
Publications:					······				
		E			Please Select One:				
Recruitment		T			□ Open until filled				
Approval Signature:		s			Closing Date				
Employment Status: *Mus	st be approved by Dept. Budget	Admin prior to mak	ing an offer.	Scheduled	0				
Full-Time Regular (BB) 37.	5 or 40 hrsFull-	Time Temp (BB) 37.5 or 40 hrs Work Hor							
		Signment End Date:		- Hours To Be Worked Per Week For This					
Part-Time Regular (BMR) 3				Assignment:/per week					
Part-Time Regular (BBR) 20		ssignment End Date:		Pay	Proposed Salary	/Rate:			
		0		Grade:	□Hourly				
Part-time Regular (NBB) 1-		-Time Temp (NBB) 1- 25 hrs .ssignment End Date:			\$				
	А	ssignment End Date:			□Monthly				
		sonal (NBS)			ation:	Proposed Start Date:			
		o more than 120 days of work							
	signment End Date: _		FLSA Stat	us (Group):					
Undergrad Student (NBB) 1			□ Admin/Professional (Exempt) □ Faculty						
			□ Staff (Ne	□ Staff (Non-Exempt) □ Student					
	SALARY BUDGE	<b>CODE</b> (If split	costing, spec	ify percenta	.ge):				
D	Р			Р					
P									
0	0			0					
E	E			E					
Τ	T			Т					
s	s			s					
Percentage:	Percentage	<b>P</b> .		Percenta	oe:				
Additional Information:			1 crooning	50					
HIRING INFORMATION (To be completed by hiring supervisor for temporary hires)									
Employee ID Number: Employee Hired: Start Date: Monthly Salary/ Hourly Rate									
	onos Group: Dog				ment: Yes I	. T.			

Date Flitte.	Kionos	Group.	*If Employee Has Other Assignment, please speak with HR before making an offer.				
Human Resources Only:			If Yes, List Assignment Information Below:				
Orientation Dates: (Benefit Based only)		Position Number:	Position: Title:	Hours Per Week:	Status: □ Student □ Admin/Professional (Exempt)		
				hours/wk.	□ Staff (Non-Exempt)		

HIRING APPROVAL SIGNATURES – MUST BE COMPLETED BEFORE ANY OFFER OF EMPLOYMENT CAN BE								
EXTENDED								
Hiring Supervisor:		Date:	Div	vision/School Budget Administrato	Date:			
Provost Budget Administrator (if applicable):			Date:	Buc	dget & Treasury Approver:	Date:		
Vice President (if applicable):			Date:	Hu	man Resources Approver:	Date:		
HR Only:	Employment	Benefits			Transactions	Verified		
EMPLOYEE EMAIL ADDRESS: EMPLOYED @ USD WITHIN LAST 12 MONTHS? Circle: YES NO								