MARYWOOD UNIVERSITY
JOB REPLACEMENT REQUEST

A. TO BE COMPLETED BY IMMEDIATE SUPERVISOR:

Department: ___________________________ Budget No. ____________
Job Title: _______________________________
Classification (FT/PT): __________________ Salary Grade: _________
First date of work for new hiree: ________________________________

Person to be replaced: __________________________________________
Position number of person being replaced: _________________________
Last date of work: _____________________________________________

Work Schedule:
    Full-time: _____ hours per week, _____ weeks per year,
        daily from _____ to _____,
        length of meal period _____

    Part-time: _____ hours per week, _____ weeks per year,
        daily from _____ to _____,

Supervisor to Report to: _________________________________________

Date _________________________________________________________
Signature of Immediate Supervisor ________________________________

B. TO BE COMPLETED BY APPROPRIATE VICE PRESIDENT:

Before this request can be honored, the appropriate Vice President must sign below.

Date _________________________________________________________
Signature of Vice President ______________________________________

C. TO BE COMPLETED BY HUMAN RESOURCES:
Starting wage/salary may vary, depending on the ability, education, and experience of the hiree.

Starting Wage: $________ per hour to $________ per hour
    Wage per year $____________
Starting Salary: $________ per week to $________ per week
    Salary per year $____________

Person Hired: __________________________ Supervisor: Yes___No___

Position number of person hired: ________ Temporary # ____________

Date of Hire: ___________ Approved starting wage/salary: ____________

Date Probationary evaluation is due in Human Resources: ____________

_______________________________________________________________
Date _________________________________________________________
Associate Vice President for Human Resources ______________________

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