

**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