

MARYWOOD UNIVERSITY
JOB REPLACEMENT REQUEST

A. TO BE COMPLETED BY IMMEDIATE SUPERVISOR:

Department: _____ Budget #: _____
Job Title: _____
Classification (FT/PT): _____ Salary Grade: _____
First date of work for new hire: _____

Current employee being replaced: _____
Position number of current employee being replaced: _____
Last date of work for current employee: _____

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 individual.

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

Director of Human Resources