



HIRING REQUEST

PO BOX 1000, 201 ACEOP ADMIN BUILDING
INSTITUTE, WV 25112-1000
(304) 204-4306 FAX (304) 766-4292

Date _____

I would like to recommend that _____ be hired for the
position of _____, with funding from the following sources:

Percentage	Funding Source	Project #

Effective Date _____ End Date _____ Salary _____ Work Location _____

Reporting Supervisor _____ Title _____

Requested by (supervisor's name & title) _____
Printed Name Signature Date

Director's Signature (name & title) _____
Printed Name Signature Date

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Approvals:

Signature _____	Date _____	Budget Office (approval denotes sufficient funding)
Signature _____	Date _____	Department Dean or Associate Dean
Signature _____	Date _____	Vice President
Signature _____	Date _____	Academic Programs & Title III Support Activities Director
Signature _____	Date _____	Associate Vice President for Business & Finance, RPS
Signature _____	Date _____	Human Resources Director

West Virginia State University Research & Development Corporation is an Equal Opportunity/Affirmative Action Employer.



NEW HIRE:

Employee Name & A Number: _____

Start Date: _____

Position/Title: _____

Office Location: _____

The employee has an existing University email (Current Student/WVSU Alum/Returning Employee, etc.)

The employee will be working Full-Time Part-Time

Contact Human Resources immediately to generate an employee campus ID number “ANumber”. Once a campus ID is created and all information is updated in Banner, e-mail and MyState accounts are generated the following morning.

Please go to Physical Facilities webpage to submit a service request for keys/swipe card, if needed, and office furniture setup, (<http://wvstateu.edu/administration/physical-facilities/work-order-form.aspx>).

Computer Needs:

The new employee will utilize an existing computer but the computer requires setup for the new employee. The computer is located _____.

The new employee needs a new computer. Please contact _____ to obtain any detailed specifications that may be needed to quote a new computer. **(Funding is the responsibility of the hiring department and NOT the IT department)**

Phone Needs:

The new employee will utilize an existing phone but the phone requires setup for the new employee. The phone extension is _____ and the phone is physically located _____.

The new employee needs a new phone. **(Funding is the responsibility of the hiring department and NOT the IT department)**

Banner or Other Accesses (if needed):

Please provide a list of all needed Banner forms and the level of access such as view only or update. If the access needs to mimic that of another user, please enter the information for the user with like access. _____

Additional Comments:

Supervisor's Signature

Date

Vice President's Signature

Date

To ensure timely processing, please return the completed form to Tom Bennett as soon as possible.