



## Personnel Action Notice

**Position Title:** \_\_\_\_\_

### New Hire Information:

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Salary: Yearly \$ \_\_\_\_\_ or Hourly \$ \_\_\_\_\_

### Approvals:

\_\_\_\_\_  
Print – Supervisor/Hiring Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print – Vice President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print – Campus President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date