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| **email signed form to** **RMD-Inquiry@usf.edu****,** include “Initial Request” in subject line | Student Success |
|  |  |
| **Hiring and Personnel Approval Form (HPAF)** | **Funding Source**  | Choose an item. | **Log #** |
| Department Name & Number | Dept Name and number |
| Type of Action | Type of Action dropdown | Appointment Type |
| Appointment Title | Click or tap here to enter text. | Position number (Staff/Admin) | Enter Position number here |
| Supervisor Name/Pos#/EmpID: | Click or tap here to enter text. | Supv Position number | EmplID |
|  |  |  |  |  |
| **Hiring/Posting** |
| Posting start Date: |  Choose Posting Date |  | Posting Length | How long do you want to keep the posting open? |
| **Student Appointments – Max 7 days and All others are Max 30 days** |
| Start Date | Choose Start Date |  | Rate Type | Enter Hourly, Annual Rate or Range here |
| End Date (if applicable) | Choose End Date here |  | Weekly Hours | Enter Weekly Hours here |
| Number of openings | # of openings here |  | Attach posting description |
| Interviewer Name(s)/EmplID | Click or tap here to enter text. |
|  |  |  |  |  |
| **Employment Action** | **Job ID (if posted)** | **Enter Job ID Here** |
| Employee Name | Enter Employee Name here | U# if applicable | EmplID# | Enter GEMS ID here | Rec# |
| Email Address | Enter Employee email here |
| Mailing Address | Enter Employee permanent mailing address here |
| Salary/Hourly | Enter Employee salary/hourly rate here | Start Date | Choose Requested Start Date |
| Official Start date determined by DHR |
| [ ]  Rate or SPI change? Choose an item. | Current $ Amt here | New $ Amt here | Effective Date | Appt Type |
|  Any rate change above $1 or more per hour must supply justification |
| [ ] Change of Weekly Hours | Current hrs | New hrs | Effective Date |  |
| [ ] GA Appointment? | Choose GA Appt Type | College | Program |  |
|  |
| Notes:Click or tap here to enter text. |
| **Budget Information** |
| Amount of Budget available for salary | Enter Budget Amount here | GEMS Combo Code | Enter combo here |
| **OpUnit** | **Fund** | **FAST Department Number** | **Product** | **Initiative** | **Project** |
| OpUnit | Fund | FAST Department Number | Product | Initiative | Project |
| Director signature: | Date: |
| AVP Signature: | Date: |
|  |
| Budget Initials | RMD Approval | VP Signature and Date |