

Student Personnel Requisition Form (SP-8)

New Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	Position #: <small>If new position leave blank</small>	Position Title:	
Department #:	Department Name:		
Pay Rate:	Work Week (Hrs):	Worker's Comp Code ¹ :	FLSA Code ² :
EEO Occup. Code ³ :	Classification: <input type="checkbox"/> Work Study <input type="checkbox"/> Work Assistance <input type="checkbox"/> International Work Scholarship		
Basic minimum qualifications required for this position? (Required)			
(If space is insufficient, please attach additional qualifications)			
Duties to be performed by employee? (Required)			
(If space is insufficient, please attach additional duties)			
If replacement, who is being replaced:		Termination Date:	
Position Filled by:		Date:	
Hiring Supervisor/Manager (Please Print):	Telephone:	Hiring Supervisor/Manager Signature:	Date:
Department Head/Director (Please Print):	Telephone:	Dept. Head/Director Signature:	Date:
Cabinet Approval:	Date:	Human Resources Approval:	Date:
Budget Approval:	Date:	Executive VP/COO Approval:	Date:
¹ Valid Worker's Comp Codes: 0000 = Athletes 7380 = Drivers 7421 = Aircraft Pilot 8868 = Office/Clerical and Professional 9101 = All Others ² Valid FLSA Codes: E = Exempt (Salaried) N = Nonexempt (Hourly)		³ Valid EEO Codes: 1 = Officials and Managers 2 = Professionals 3 = Technicians 4 = Sales 5 = Office and Clerical 6 = Craftsmen 7 = Operatives (Semi-skilled) 8 = Laborers (Unskilled) 9 = Service Workers N = Not Reported	