



AVE MARIA UNIVERSITY

NEW HIRE / SALARY CHANGE / REHIRE FORM (Circle one)

Employee Name _____ Job Title _____

Dept. Name _____ Dept. # & wage allocation % _____

New Hire Start Date _____ Annual Wage _____ Budgeted Wage _____

Direct Supervisor _____ Time/Attendance Supervisor _____

Work Location (If remote, list State) _____ ATTACHED: Job Description Resume/C.V.

Replacement (Name of employee leaving _____) Newly created position

STATUS:

If Temporary (6 months or less), select the appropriate category:

F.T. Regular (30-40 hrs/wk) Exempt from O.T. F.T. Temp. P.T. Temp. Adjunct Professor

P.T. Regular (20-30 hrs/wk) Non-exempt (hourly pay rate _____)

VACATION ACCRUAL: Standard: 3.69 hrs (12 days) / Non-Standard: 5.54 hours (18 days) 6.16 hours (20 days)

ACTIVITY	FROM	TO	EFFECTIVE DATE
Bonus Pay			
Change in Salary			
Change in FLSA status (i.e. non-exempt to exempt)			
Change in Dept. No.			
Change in Job Title			
Change in Status (i.e. full time to part time)			
Change in Manager			

COMMENTS: (Ex: Moving allowance, cell phone reimbursement, or other additional pay items)

Department Head Date

Finance Vice President Date

Department Vice President Date

President Date