

NEW APPOINTMENT CHECKLIST

Department: _____ Supervisor: _____

New position: Yes _____ No _____

Replacement position: For whom _____

Position status: Permanent _____ Temporary _____ (*duration*) FTE _____%

Position title: (*Coordinate with HR*)

Payroll title _____

Working title _____

Proposed salary range: _____

Budget number for salary: _____

Position number: _____

Dept. workstation/desk available: Yes _____ No _____ (If yes, room #)
(If no, please contact Amy Van Dyke)

Confirm office equipment plans for this employee: Already available ____ Will purchase ____

ROUTING: (route in order listed)

Department Budget Owner Approval

Peggy Frazier, Director, Faculty Affairs (Academic Review)
Academic Affairs

Kendra Yoshimoto, Budget Director (Budget Review)
Administration and Planning

Amy Van Dyke, Director, Physical Planning & Space Management (Space Planning Review)
Administration and Planning

Denise Rollin, Director, Human Resources (Administrative Review)
Administration and Planning