



# WAYLAND BAPTIST UNIVERSITY

## Personnel Requisition

PIN NUMBER \_\_\_\_\_

Official Job Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Starting Salary/Wages: \_\_\_\_\_ Date employee is needed: \_\_\_\_\_  
 Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ If part-time, hours per week: \_\_\_\_\_ weeks per year: \_\_\_\_\_  
 Permanent: \_\_\_\_\_ Temporary: \_\_\_\_\_ If temporary, termination date: \_\_\_\_\_  
 Is this a new position? \_\_\_\_\_ If so, attach a Job Description.  
 This is a replacement for: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_  
 Unexpended Vacation Leave for incumbent: \$ \_\_\_\_\_  
 Funding required to fill position for remainder of fiscal year: \$ \_\_\_\_\_ Account #: \_\_\_\_\_  
 Have you considered employees in your department for promotion?: \_\_\_\_\_  
 Work Location - Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Ext. #: \_\_\_\_\_  
 Refer applicants to: \_\_\_\_\_ Bldg/Room #: \_\_\_\_\_ Ext. #: \_\_\_\_\_

EXPERIENCE	EDUCATION
Required: _____	Required: _____
Desired: _____	Desired: _____

SPECIAL SKILLS	OTHER QUALIFICATIONS
Required: _____	Required: _____
Desired: _____	Desired: _____

Remarks: (Unusual hours, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPROVALS	
Requested by: _____	Date: _____
Division/V.P. Administrator _____	Date: _____
Presidential Action _____	Date: _____
Budget Approval _____	Date: _____

**Please submit to the Chief Financial Officer after fully approved in order to initiate payment**

Person employed: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Date of first day at work: \_\_\_\_\_ Date of Birth: \_\_\_\_\_