Student Success

Hiring and Personnel Approval Form (HPAF)	Funding Source	Log #
Department Name & Number		
Type of Action		
Appointment Title	Position number (Staff/Admin)	
Supervisor Name & Email	Supv Postion#/EmplID	

Recruitment/Posting

Posting start Date:		Posting End Date (if applicable)	

Student Appointments – Max 7 days and All others are Max 30 days

Posting Length			
Rate Type		Weekly Hours	
Number of openings	**Attach Posting Description to HPAF for OPS positions** & **Attach the Class and Comp Request form/ PIQ for Staff and Admin Positions**		
Interviewer Name(s)/EmplID			

Employment Actions (hiring/changes)   Job ID (if posted)

Employee Name		EmplID#	
Email Address			
Mailing Address			
Salary/Hourly	Start Date	End Date	

Official Start date determined by DHR

☐ Rate or SPI change?	Current $	New $	Effective Date	

Any rate change above $1 or more per hour must supply justification

☐ Change of Weekly Hours	Current hrs	New hrs	Effective Date	
☐ GA Appointment?				

Budget Information

Amount of Budget available for salary	GEMS Combo Code	

OpUnit	Fund	FAST Department Number	Product	Initiative	Project

**Director signature:	Date:
AVP Signature:	Date:

Budget Initials	RMD Approval	VP Signature and Date

Form Date: November 15, 2022