

**BLUEFIELD STATE UNIVERSITY
NEW HIRE SALARY & FUNDING SOURCE AUTHORIZATION FORM**

(To be initiated by the Immediate Hiring Supervisor and used for "Regular" Faculty and Non-Classified Staff Positions Positions)

To be completed by the Immediate Hiring Supervisor: Complete ALL requested information below.

Vacancy/Position Title: (If Faculty position, Hiring Dean and Provost is to determine and specify Rank)	
Candidate/Finalist Name (as it appears on social security card)	
Indicate Position Type: i.e. "Faculty," or "Nonclassified Staff"	
Faculty Appointments (Tenure, Tenure-Track, Fixed Term)	
FLSA Exemption Status (“Exempt” or “Non-Exempt”)	
BSU Position Number:	
Position FTE (i.e. 1.00 FTE, .53 FTE):	
Salary to be Offered:	
Funding Source:	
Requested Start Date: (If Faculty position, provide contract start and end dates, i.e. (mm/dd/yyyy) to(mm/dd/yyyy))	
Previous Incumbent:	
JVA Number/Other Information (if any). Please be specific.	

APPROVALS - Please obtain required signatory approvals in the numerical sequence indicated.

1. Immediate Hiring Supervisor _____ Date _____ 2. Cabinet-Level Administrator _____ Date _____

3. Chief Financial Officer _____ Date _____ 4. Director of Title III (If grant funded) _____

Completed by Hiring Supervisor or Human Resources:

5. President _____ Date _____

Date and Time Offer Extended	
Date Offer Accepted	
Employee Start Date	
Date Offer Declined. If declined, provide reason if known.	

Payroll Use Only: WVOASIS Confirmed Start Date: _____