



# MILES COLLEGE

Request for Approval to Hire

<b>Name:</b>	<b>Date: 2/28/2018</b>
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<b>Job Title:</b>
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<b>Proposed Salary:</b>	<b>Start Date:</b>	<b>Department:</b>
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**Applicant Information**

<b>Part-Time</b>	<b>Full-Time</b>	<b>Permanent</b>	<b>Temporary</b>
<b>Replacement</b>	<b>New Position</b>	<b>Hourly</b>	<b>Exempt Non Exempt</b>

<b>Education</b>	BS/BA	MBA	MS/MA	Doctorate	Other
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Account Number	% of Time	\$ of Salary	Comments
0 00 0000 000 00 0000 0000		\$	
0 00 0000 000 00 0000 0000		\$	
0 00 0000 000 00 0000 0000		\$	
		\$	

Employment Adjustments	Faculty	Adjunct	Staff
<b>Class Cancellations</b>	<b>Adjusted Class Load</b>		
Original Class Load	# of Classes after Cancellation		
Adjusted Class Load	As of date:		
# Classes	<b>Original Pay Rate \$</b>	<b>Adjusted Rate \$</b>	

**Comments:**

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*Supervisor Signature* *Date*

**Approval to Hire**

<b>Approved Salary</b>	\$	<b>Request Denied</b>	<b>Comment:</b>
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*Budget Officer* *Date*

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*Sr. VP for Finance and Administration* *Date*

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*President* *Date*