Office of HUMAN RESOURCES

Civil Service Employee Request Form

STEP 1 To be completed by requesting fiscal unit

A. Fiscal unit (no. & title): _____

B. ISU position no.: _____ To be filled as:

☐ Replacement ☐ Extra-help ☐ New position ☐ Temporary

☐ Recall from layoff ☐ % Appointment Account # _____

C. Classification: _____

(Job description REQUIRED for new positions or when requesting ANY change in position classification.)

D. Individual being replaced: _____

E. Position vacated on: _____

F. Date replacement requested: _____

G. Employee work schedule will be: ☐ 8:00 a.m. – 4:30 p.m., Mon.-Fri. ☐ Other: _____

H. Work area will be: Building: _____ Room # _____ Phone: _____

I. Home department: _____

J. Interviewer: _____ Phone: _____

Building & room #: _____ Fax: _____

STEP 2 Approvals

_____ Fiscal Agent _____ Date _____ Staff Administraor _____ Date

_____ College Dean _____ Date

STEP 3 For grant positions only: Non-approved fund coordinator

_____ Signature _____ Date

STEP 4 Human Resource Office actions

Date Received: _____

Assigned classification: _____

Employment may begin: _____ and will end: _____

☐ % Appointment ☐ Status appointment ☐ Recall from layoff ☐ Temporary

☐ Non-exempt ☐ Exempt ☐ Extra Help

C.S. # _____ Account distribution: _____

Employing Department: _____ Account distribution: _____

STEP 4a **Return copy to originating department** Applicant employed: _____

STEP 4b **For extra-help only** Termination date: _____

Comments _____

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