

MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1

NEW POSITION REQUEST



Please Follow These Sequential Steps

<p>For Hiring Administrator Only:</p> <p>→ To be filled out by the Hiring Administrator</p> <p>→ Submit to HR</p>	<p>Position: _____</p> <p>Reason: _____</p> <p>_____</p> <p>_____</p> <p>School/Dept/Program: _____</p> <p>FTE/Hours per Day/Time Sheet: _____</p> <p>Hiring Administrator Signature: _____ Date: _____</p>
<p>For Executive Team Only:</p> <p>→ Submit to HR</p>	<p>Date Discussed: _____</p> <p>Approved Position? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>For Business/Grants Office Only:</p> <p>→ To be signed by Finance Submit to HR</p>	<p>Is this a Grants Position? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Account: _____</p> <p>Account: _____</p> <p>Grants Office Signature: _____ Date: _____</p> <p>Executive Director of Finance Signature: _____ Date: _____</p>
<p>For Superintendent Only:</p> <p>→ To be signed by Superintendent</p> <p>→ Submit to HR</p>	<p>Superintendent APPROVED DENIED</p> <p>Superintendent Signature: _____ Date: _____</p>
<p>For Human Resources Office Only:</p> <p>→ To be signed by Director of Human Resources</p>	<p>Director of HR Signature: _____ Date: _____</p>
<p>For Board of Education Only:</p> <p>→ To be signed Executive Assistant to Board of Education</p> <p>→ Submit to Business Office</p>	<p>Date of Board of Education Meeting: _____</p> <p>Approved Position? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>For Business Office Only:</p> <p>→ To be signed by Finance</p> <p>→ Submit to Payroll</p>	<p>FTE added to position Control: _____</p> <p style="text-align: center;">Initials</p>
<p>For Payroll Office Only:</p> <p>→ To be signed by Payroll Coordinator</p>	<p>Control Code: _____</p> <p>Position created: _____</p> <p style="text-align: center;">Initials</p>