

Woods Hole Oceanographic Institution
Human Resources Office (revised 12/2015)

AUTHORIZATION FOR PERSONNEL ACTION ☐ Hire ☐ Promote ☐ Transfer ☐ Reclassification ☐ New Assignment or ☐ Change Status			
Name:		ID#	Today's Date:
Department:		Job Title:	
Phone Extension:		Bldg/Room:	MS#
Project#		Overhead ☐ Unrestricted ☐	☐ OOI
IDENTIFY TYPE OF ACTION (ATTACH EXPLANATION AND ALL OTHER NECESSARY DOCUMENTATION)			
☐ Addition Position Requisition #:		☐ Replacement: (name of EE being replaced)	☐ Rehire
☐ Posting Waiver Request: (attach brief memo explaining reason for request)		Is the individual a Foreign National: ☐ Yes ☐ No	
☐ Promotion APEC Date: TSEC Date:		Staff Council Date:	
☐ Leave of Absence Any vacation balance will be paid out unless otherwise requested. Do not pay out vacation ☐ (attach employee request)		☐ Change of Status If status is changing to casual, any vacation balance will be paid out unless otherwise requested. Do not pay out vacation ☐ (attach employee request)	
☐ Transfer: From Dept: To Dept:		☐ Other:	
☐ Extension of Appointment Until:		☐ Reclassification:	
Tentative Effective Date Pending Final Approval and/or Check-in Date:			
☐ Full- Time (40 hrs/wk)	☐ ¾-Time (≥ 30 hrs/wk)	☐ ½ Time (≥ 20 hrs/wk)	☐ Casual (< 20 hrs/wk)
☐ Regular		☐ Temporary Until:	
Current Salary: \$			
Recommended Annual Salary: \$		Supervisor: (Signature) _____ Date:	
DEPARTMENTAL ROUTING	SIGNATURE	DATE	
Dept Chair /Admin Mgr. Hiring			
ADMINISTRATIVE ROUTING	SIGNATURE	DATE	
Employment			
Foreign National (If applicable)			
Retirement (re-hires & Emeritus)			
Compensation			
EEO & Director for Human Resources			
Vice President		FINAL SALARY \$ Date:	
President		FINAL SALARY \$ Date:	
Dept Chair/ Admin Mgr Releasing (Transfers Only)			
☐ Supervisor Notified		Date:	