

**Employment Hire/Change  
Authorization Form**



**Principal**

Employee's Name \_\_\_\_\_ School \_\_\_\_\_

Position \_\_\_\_\_ Effective Date \_\_\_\_\_

FTE/Hrs per day \_\_\_\_\_ Grade Level/Subject  
(teachers only) \_\_\_\_\_

**Funding Source(s)**

<i>example</i>	%	<u>50</u>	<u>Basic HS</u>	_____	_____
	%	<u>30</u>	<u>CTE HS</u>	_____	_____
	%	<u>20</u>	<u>CTE MS</u>	_____	_____

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

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**Administrative Office**

Code(s) \_\_\_\_\_  
\_\_\_\_\_

Business Manager  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Payroll information**

Step \_\_\_\_\_ Date Received \_\_\_\_\_

Education \_\_\_\_\_ Date Entered \_\_\_\_\_