

# WESTERN OREGON UNIVERSITY

## Memorandum

**Date:** 6/2/2008

**From:** Judy J. Vanderburg, Director of Human Resources

**Re:** Instructions for Authorization to Fill a Position and Employment Authorization

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The Office of Human Resources is initiating new forms, the Authorization to Fill a Position and the Employment Authorization. These forms will take the place of the Justification to Hire, Employment Authorization – Classified, Employment Authorization – Academic, Employment Authorization – Administrative, and Employment Authorization – Temporary. The forms will soon be available on our website: [www.wou.edu/hr](http://www.wou.edu/hr).

**The Authorization to Fill a Position has four sections.**

The supervisor completes section 1. Information about the position, salary, funding, budget, justification to fill, recruitment, special costs including moving (if applicable), and the search committee membership must be submitted. Approvals required are: Division Chair/Supervisor, Dean/Director, and Provost/Vice President. The form then goes to the Office of Budget and Payroll.

The Director of Budget and Payroll completes section 2. The form is then forwarded to the Office of Human Resources.

The Director of Human Resources completes section 3. The Budget Director forwards the form to the President for final approval. Temporary positions are returned to the Office of Human Resources instead of being forwarded to the President.

The President completes section 4. The President forwards the form to the Office of Human Resources.

The Director of Human Resources, the Budget Director or the President may contact the supervisor for additional or clarifying information. A copy of the approved form will be sent to the supervisor.

**The Employment Authorization has several sections.**

The Appointee section should be completed in all instances.

The next section to be completed depends on what kind of position was filled. The selections are: Temporary, Classified, Administrative/Unclassified, or Faculty/Unclassified. A copy of the Authorization to Fill a Position should be attached and will verify the information given on the Employment Authorization.

The approvals needed for the Employment Authorization are the Division Chair/Supervisor, Dean/Director and Provost/Vice President. The form is forwarded to the Office of Human Resources for processing along with Budget/Payroll.

Additional information about completion of the forms is available from the Office of Human Resources.