**Banner Quick Reference Form**

The University of Toledo

**Authorization to Hire (ATH)**

**Contact Information:**
- Name
- Telephone

**New Position Information:**
- Organization
- Employee Class
- Position Class
- Position Title
- Reports to PCN

<table>
<thead>
<tr>
<th>Position Center Number</th>
<th>Index</th>
<th>Account</th>
<th>Salary Budget Amount or Percent.</th>
</tr>
</thead>
<tbody>
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**Additional Remarks/Explanations:**

**Position Description:**
Please attach position description to ATH and email electronic copies to the Human Resources department. A template of the position description form is available at [http://humanresources.utoledo.edu](http://humanresources.utoledo.edu).

**Approvals**

<table>
<thead>
<tr>
<th>Business Manager</th>
<th>Date</th>
<th>Associate Vice President for Human Resources / Gr. Director, Affirmative Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td></td>
<td>Grants Accounting Office (if required)</td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td>Office of Budget and Planning</td>
<td></td>
</tr>
</tbody>
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**FTVORGN**

**NBAPOSN**

**NBJLST**

**FTVACCI (New)**

**NBAPBUD (Current)**

**FTVACCT (New)**

**NBAPBUD (Current)**
Authorization to Hire (ATH)

1. New Position/ Current Position/ Eliminate/Both Grant & Non-Grant Funded:
   a. New Position: mark this box for new positions
   b. Current Position: mark this box for existing positions
   c. Eliminate: mark this box when you want to eliminate an existing position
   d. Both Grant & Non-Grant Funded. Check box to indicate position is funded by a grant and non-grant.

2. Contact Information of Initiator

3. Organization

4. Employee Class

5. Position Class

6. Position Title- Working Title

7. Reports to PCN

8. Replacement For

9. Appointment %-will be 100

10. Hours Per Week

11. Weeks Per Year

12. Position Begin/End Date

13. Budgeted Annual Rate or Hourly Rate

14. Budgeted FTE= based on hours per week/weeks per year

15. Position Control Number-Assigned by Budget office

16. Index/Account

17. Salary Budget Amount or Percent

18. Approvals