



Authorization to Hire (ATH)

The University of Toledo

INSTRUCTIONS: Use this form for all single positions (excluding pooled positions).

- New Position
- Current Position
- Eliminate
- Both Grant & Non-Grant Funded

Contact Information:

Home Department Title	Name	Telephone
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New Position Information:

Organization	Employee Class	Position Class	Position Title	Reports to PCN
Replacement For			Appointment %	Hours Per Week Weeks Per Year
Position Beginning Date	Position Ending Date	Budgeted Annual Rate (excluding fringes)	Budgeted FTE	Market Range (for HR use)
Position Control Number	Index	Account	Salary Budget Amount or Percent	
Position Control Number	Index	Account	Salary Budget Amount or Percent	
Position Control Number	Index	Account	Salary Budget Amount or Percent	

Requested Position Information:

Organization	Employee Class	Position Class	Position Title	Reports to PCN
Replacement For			Appointment %	Hours Per Week Weeks Per Year
Position Beginning Date	Position Ending Date	Budgeted Annual Rate (excluding fringes)	Budgeted FTE	Market Range (for HR use)
Position Control Number	Index	Account	Salary Budget Amount or Percent	
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Additional Remarks/Explanations:

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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>.

Approvals

Business Managers 1	Date
Dean/Senior Director 2	Date
Provost/VP of Division 3	Date

Associate Vice President for Human Resources / Sr. Director, Affirmative Action 4	Date
Grants Accounting Office (if required) 5	Date
Office of Budget and Planning 6	Date