



Authorization to Hire (ATH)

Reset

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

The University of Toledo

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

FTVORGN

NBAPOSN

NBIJLST

Contact Information:

Name 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) To
Position Control Number	Index	Account	Salary Budget Amount or Percent OR	
Position Control Number	Index	Account	Salary Budget Amount or Percent OR	
Position Control Number	Index	Account	Salary Budget Amount or Percent OR	

FTVACCI (New)
NBAPBUD (Current)

FTVACCT (New)
NBAPBUD (Current)

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>.

Approvals

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

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

Banner Quick Reference Form

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