

CSS Service Request	Form(s) to use	Approvals Required (Hard signature or PDF of email)
Staff Recruitments	Staff Recruitment Request form , plus the following attachments <ul style="list-style-type: none"> • Job Description (Word doc or editable PDF) • PEM form • Position Management form (if applicable) • VCEI Approval for Hiring Exception (PDF Form) <i>if position funded fully or partially by central funds</i> 	Program/Dept Manager Financial Analyst Excutive Director Divisional HR
Student Recruitments	Student Recruitment Request form , plus the following attachments <ul style="list-style-type: none"> • Job Description (Word doc or editable PDF) • Position Management form (if applicable) 	Program/Dept Manager Financial Analyst
Staff Appointments (Career, Contract, Limited)	Appointment Form for Staff , plus the following attachments <ul style="list-style-type: none"> • Job Description • PEM form • Position Management form (if applicable) • IOC (if CBC needed) • Resume 	Program/Dept Manager Financial Analyst Excutive Director Divisional HR
Student Appointments (New/Rehire)	Appointment Form for Students , plus the following attachments <ul style="list-style-type: none"> • Position Management form (if applicable) • IOC (if CBC needed) 	Program/Dept Manager Financial Analyst
Position Management	Position Management Form	Program/Dept Manager Financial Analyst Divisional HR
Appointment Changes	Appointment Change Form	Program/Dept Manager Financial Analyst Excutive Director Divisional HR <i>(note: HR sign off not required for earnings distribution changes or student appointments)</i>
Separations	Separation Form , plus the following attachments <ul style="list-style-type: none"> • Resignation letter (if applicable) • Written acceptance of resignation from supervisor (if applicable) 	Submitted by Supervisor or Director