



**Alternate Hire Date and/or
Hiring Process Deadline Waiver**

Please use this form to request both a hire date beyond the established hiring schedule and to request that the hiring process deadlines are waived due to a hiring emergency or a legitimate business need. All requests are reviewed and evaluated in accordance with University Administrative Procedure [33.99.01.P0.01 Employment Practices](#). All requests are subject to approval or denial by the Director for Human Resources or his/her designee.

Please complete all fields below and obtain the appropriate signatures before this form is submitted to the Office of Human Resources (HR) and/or Student Employment Office (SEO). Attach the completed form to the Employee Payroll Action/Employee Wage Request. HR must receive the completed form at least three (3) working days prior to the approved hire date listed on this form. For questions, please contact the HR at ext. 1730 (email: employmentteam@pvamu.edu) or SEO at ext. 1793 (email: seo@pvamu.edu).

| DEPARTMENT INFORMATION | | | |
|---|--|---|--|
| Requested Alternate Hire Date | <input type="checkbox"/> Request Alternate Hire Date | <input type="checkbox"/> Waive Process Deadline | |
| Proposed Hire Date | | | |
| Hire's Name | | | |
| Hire's Title | | Posting #: | |
| Employing Department | | | |
| Supervisor's Name | | | |
| Supervisor's Title | | | |
| Justification of the request for an alternate hire date and/or hiring process deadline waiver | | | |

Department Head/Manager Signature Print Name/Title Date

Dean/Director/AVP Signature Print Name/Title Date

FOR HR/SEO USE ONLY:

Request Approved Request Approved w/ Special Instructions Request Denied

Comments/Special Instructions: _____

Director of Human Resources or HR/SEO Manager Signature Print Name/Title Date