

Search Exception Request Form

Date: _____

Action: _____

Desired Start Date: _____

(*Start date is the date that the action is effective, and should be at the start of a pay period. If a request for an exception to this is being made, it should be noted in the comments with an explanation.)

Position Information

Position Title:	Department Name:
Position Number:	Org#:
Position/Appt. Type:	RU/GU Fund#:
Length of Appointment:	Salary/Hourly Pay Rate:
FTE:	Shift Differential Amount:
Grant Funded:	Location:
Supervisor Name and myWSU ID:	
Export Control Validation Requirement: <i>US Export Control Requirement: Does this position require validation based on a need for US Person or US Citizen? Click the link below for additional information to determine if export validation is needed for the position: Export Compliance Information</i>	

Candidate/Employee Information (if known)

Name:	WSU ID (required if current employee):
External Email:	
OPT Status: <i>OPT Status Requirement: International students in F-1 status may apply to U.S. Citizenship and Immigration Services (USCIS) for up to 12 months of full-time work authorization upon completion of an undergraduate or graduate degree. Employment must be at least 20 hours per week and relate to the student's major field of study. Click this link for additional information: OPT Status Information</i>	

Justification: _____

Comments (Include any specific knowledge, skills, and/or abilities possessed by the candidate that makes them uniquely qualified for this position):

Requestor Name: _____ Date: _____

Department VP/Dean Approval: _____ Date: _____

Provost Approval (Academic Affairs only): _____ Date: _____

Submit completed form to employment@wichita.edu

HR – FLSA Review: _____ Date: _____

HR – Leader Review: _____ Date: _____

OIEC – Leader Review: _____ Date: _____

*For HR/OIEC purposes only