



POSITION REQUEST FORM

CLASSIFIED INFORMATION: (to be completed by hiring manager)

Department _____ Date _____

- Request reason: [] Resignation - Name of employee: _____ Effective date: _____
[] New position
[] Dismissal - Name of employee: _____ Effective date: _____
[] Other _____

Position classification _____ Classification number _____
Position type: [] permanent [] full time Position number _____
[] limited duration [] part time Fte _____
[] Academic year

Budget Information: (to be completed by hiring manager)

Monthly pay of terminating employee: \$_____, step _____
Pay index for terminating employee _____ Percent _____
_____ Percent _____

Pay index for new employee (if different than above): _____ Percent _____
_____ Percent _____

UNCLASSIFIED INFORMATION: (To be completed by hiring manager)

School/Department _____ Date _____

[] New Position; [] Existing Position; Replacement for: _____

Effective Dates: Start Date _____ Job Title _____

Proposed Salary/matrix level: \$_____ Appointment (fte) % _____ Current Budget Index _____

Proposed Appointment (check one from each section)

- [] Fixed Term [] Full time [] 9-month term of service
[] Temporary; [] Renewable [] Part time (indicate term) [] 12- month term of service
[] Annual Tenure [] Fall; [] Winter [] Other _____
[] Indefinite Tenure [] Spring; [] Summer

BUDGET OFFICE USE:

Are funds currently in budget sufficient? Yes No
If no, amount and source of additional funds required:

Approved salary range:

\$_____ to \$_____

Position Number: _____