



DEPARTMENT OF HUMAN RESOURCES

**NEW POSITION REQUISITION FORM** Revised: 1/23/19

<input type="checkbox"/> <b>Attached Job Description for New Position</b>				
Department:				
Proposed Position Title:				
Recommended Annual Salary/ Hourly Rate:			Start Date:	
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> If part-time, hours worked per week:				
Director/Department Head Signature:				
Dean/Executive Director Signature:				
Senior Vice President Signature:				
Financial Affairs:				
<b>Additional Requirements: Attach new job description; complete budget information below.</b>				
Comments:				
<b>**BUDGET INFORMATION</b>				
	Budget Department Name	Account Number	Financial Impact	Distribution %
<i>This year</i>	1)	1)		1)
	2)	2)		2)
<i>On-going</i>	1)	1)		1)
	2)	2)		2)

Please succinctly explain the needs of the university this position will fulfill below. Any additional information not previously supplied to help better explain this proposed position and budgeting should be attached.

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<b>FOR HUMAN RESOURCES USE ONLY:</b>		<b>Date Received in HR:</b> _____	
\$_____ Additional Benefit dollars based on \$_____ salary to be taken from above accounts = 30% of new position.			
Position Title: _____		SOC Code# _____	
Band: _____	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Range: _____	
Expected Effective Date: _____			
<b>HR Review:</b> _____		<b>Date:</b> _____	