

POSITION REQUEST FORM
Non-Benefits-Eligible (Lump Sum) Position

CREATE NEW POSITION

Request is to create a new non-benefits-eligible position when it is determined that there is a need in the department or section.

POSITION INFORMATION TAB - HEADER SECTION

- | | |
|--------------------------|--|
| 1. Requested Action: | Create New Position |
| 2. Type of Position: | Non-exempt Staff
Exempt Staff
Faculty
Hourly Student Worker
Monthly Student Asst
Summer Teaching
Summer Research |
| 3. Benefits-Eligibility: | Non-benefits Eligible
Benefits Eligible (Summer Teaching and
Summer Research only) |
| 4. Staff Replacement: | Check "No" |
| 5. Position #: | (Leave Blank) |

SECTION 1 - DEPARTMENT AND CONTACT INFORMATION

- | | |
|-------------------------|--|
| 6. Campus: | HR730 or HR783 |
| 7. Division: | Division Code; Division Name populates from PS |
| 8. College: | College Code; College Name populates from PS |
| 9. Department: | Department Code; Dept Name populates from PS |
| 10. Department Contact: | Employee ID of individual in department to contact
regarding the position; defaults to the preparer |
| 11. Phone: | Contact Phone populates from PS |
| 12. E-mail Address: | Contact E-mail Address populates from PS |

SECTION 2 - POSITION INFORMATION

- | | |
|--|--|
| 13. Previous/Current Incumbent's Name and EMPL ID: | (Leave Blank) |
| 14. Current: | (Leave Blank) |
| 15. Proposed: | (Leave Blank) |
| 16. Position #: | (Leave Blank) |
| 17. Official Title: | Requested Title |
| 18. Job Code: | Requested Job Code |
| 19. Salary Plan: | Requested Salary Plan |
| 20. Salary Grade: | Requested Salary Grade |
| 21. FTE: | Requested FTE |
| 22. Head Count: | Requested Head Count |
| | <i>Head Count is the number of authorized incumbents for a position.</i> |
| 23. Annual Salary: | Estimated Annual Salary |

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24. **Effective Date:** Target Date of Hire

Target Dates of Hire are not retroactive.

HUMAN RESOURCES USE ONLY

Human Resources verifies approvals, completes the approved attributes; signs the Position Request and creates the new position in PeopleSoft HRMS.

SECTION 2 – POSITION INFORMATION (CONTINUED)

25. **Security Sensitive:** Check "No"

26. **Remarks:** Describe the requested action and provide additional information as necessary.

BUDGET AND FUNDING INFO TAB

SECTION 3 – POSITION BUDGET AND FUNDING INFORMATION

27. **FTE:** FTE Requested

28. **Head Count:** Head Count Requested

29. **Total FTE:** FTE Requested * Head Count

30. **Adds to FTE Count:** No

(Instructions for the remainder of this Section to be provided by the Budget Office)

SECTION 4 – SIGNATURES AND APPROVALS

31. **Approvals Required:** Preparer
(According to Action Requested) Department Business Administrator
College/Division Business Administrator
Dean/Director/PI
Assoc/Asst Vice President
Vice President
Provost

The Position Request must have all appropriate approvals *before* it is submitted to Human Resources. Documents lacking appropriate approvals will be re-routed to the necessary parties *before* any action is taken on the position.

SECTION 5 – JOB POSTING DATA

(No action required)