STAFF PERSONNEL REQUISITION

POSITION INFORMATION:

Position Type: □ Regular Full-time  □ Regular Part-time  □ Other: ___________________________
This Position is: □ New  □ Replacement for: ___________________________

Position Title: ___________________________
Department/College: ___________________________
Employee Class Code: ___________  Salary Grade: ___________  Job Description No: _________
Hiring Range: ___________ to ___________  Start Date: ________________

Work Schedule:  Hours per week: ______  Days of Week: ___________________________  Hours: ___________________________
(i.e. 35 hour work week, Monday through Friday, 8:00am to 4:30pm)

Comments: ___________________________

NOTE: Contact your designated HR Manager to update the position’s formal job description.

INTERVIEWING INFORMATION:

Primary Interviewer/Contact Name: ___________________________  Phone: ________________
Primary Interviewer/Contact Email Address: ___________________________

BUDGET INFORMATION:

Position Number: ___________  Budgeted Salary Amount: ___________  Approved Date to Hire: ________________
(To be completed by the Budget Office)

LABOR DISTRIBUTION

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Comments: ___________________________

HRD ACTIONS

Date Received: ___________________________
Date Posted: ___________________________
Date Filled: ___________________________
Person Hired: ___________________________
Start Date: ___________________________
Starting Salary: ___________________________
Comments: ___________________________

APPROVALS

Initial Author: ___________________________
Dept/College Approval: ___________________________
Senior Officer: ___________________________
Budget Office: ___________________________

Date Filled: ___________________________

Start Date: ___________________________
Starting Salary: ___________________________

Comments: ___________________________

Revised: January 2017