

SEWANEE

THE UNIVERSITY OF THE SOUTH

New Position & Promotion Job Requisition Form

Human Resources will need to review and classify the new position/promotion prior to the completion of this form.

1. Date: _____
2. Department _____
3. Title of position _____
4. Promotions only:
 Name of staff being promoted _____
 Current job/position title _____
 Will you replace the staff's current position? _____
5. Org and Account Code _____ (the six and four digit codes to be charged)
6. Is this position Exempt/Non-Exempt Salary _____ Non-Exempt Hourly _____
 *Overtime exemption status will be determined at the time of hire based on the rate of pay.
7. Career Band _____ Salary Range: Min _____ Mid _____ Max _____
8. Is this position Regular Term _____ From _____ To _____
9. Yearly schedule Full Year _____
 Academic Year 9 month _____ 10 month _____
 Other Months _____ Weeks _____
10. Weekly schedule Hours/week (non-exempt) _____ Percentage (exempt) _____
11. Benefits eligibility will be determined by HR based on the information above and definitions below:
 - Full-time – a position greater than or equal to 1,560 yearly hours (30 hrs/wk full year) or 75%
 - Full-time benefits = regular appointment with over 1,560 yearly hours
 - Short-term benefits = 1 or 2 year term appointments with 1,560 yearly hours
 - Part-time – a position less than 1,560 yearly hours or 75%
 - Half-time benefits = regular appointment with over 1,000 yearly hours
 - Ineligible for benefits = regular appt less than 1,000 yearly hours or term appts with less than 1,560 yearly hours

12. Budget and Salary Projections

*Salaried positions may skip the hourly rate and yearly hours boxes in sections 1 & 2.

1) New position or the promoted staff's salary information		2) Promoted staff's current salary information		3) Promoted staff member's salary increase	
Hourly Rate		Hourly Rate		#1 Yearly Salary	
Yearly Hours	X	Yearly Hours	X	#2 Yearly Salary	-
Yearly Salary	=	Yearly Salary	=	Salary Increase	=
Benefits at 34%	X	Benefits at 34%	X	<i>*do not include benefits in this calculation*</i>	
Total Cost	=	Total Cost	=		

*New position requests only need to complete section 1.

