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 _____ From __________ To __________
   Term

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.

<table>
<thead>
<tr>
<th>1) New position or the promoted staff’s salary information</th>
<th>2) Promoted staff’s current salary information</th>
<th>3) Promoted staff member’s salary increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>Hourly Rate</td>
<td>#1 Yearly Salary</td>
</tr>
<tr>
<td>Yearly Hours X</td>
<td>Yearly Hours X</td>
<td>#2 Yearly Salary -</td>
</tr>
<tr>
<td>Yearly Salary =</td>
<td>Yearly Salary =</td>
<td>Salary Increase =</td>
</tr>
<tr>
<td>Benefits at 34% X</td>
<td>Benefits at 34% X</td>
<td><em>do not include benefits in this calculation</em></td>
</tr>
<tr>
<td>Total Cost =</td>
<td>Total Cost =</td>
<td></td>
</tr>
</tbody>
</table>

*New position requests only need to complete section 1.
13. Please detail the reporting structure for this position. To which position will this position report and which position(s) will report to them? How are you expecting to restructure with this new position/promotion? You are welcome to explain below or attach an organizational chart.

<table>
<thead>
<tr>
<th>Position's direct supervisor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The position will supervise:</td>
<td></td>
</tr>
</tbody>
</table>

Restructure explanation:

If additional funds are being requested, the following questions (14 & 14a) must be completed:

14. Please explain in detail how this new position will impact your budget for the current and next fiscal years. For instance, are there funds available in your budget for the current fiscal year? Will you reclassify or otherwise adjust your budget this or next fiscal year? Have you requested additional funds to support this position? If so, how much? What is your contingency plan if additional funds are not made available? What are the expected additional costs associated with this new position (new furniture, new office, etc.) and how will you manage those expenses?

14a. Org & Account Code to pull funds to cover additional salary requested

*After the new position hire is finalized, HR will work with Finance to transfer the appropriate funds from the org & account noted into the salary line (question #4) to cover any additional salary. If additional funds are not needed, no funds will be transferred.

15. Attach a copy of the proposed position classification (job) description.

Posting the position:

16. Posting the position*  5 day Internal/Web Only  *Minimum Posting
10 day Regular Hourly  **Includes a Messenger Ad
Regular Salary (Ex & NE) **Includes a Messenger Ad

*All postings may automatically pull onto Indeed.com and any affiliations of Indeed.com

17. Do you want to advertise outside of the internal, website and Messenger posting?
   If yes, please provide location’s names and addresses.

Supervisor/Dept. Head _______________________________ Date __________________
Division Head _______________________________ Date __________________
Human Resources _______________________________ Date __________________
Provost’s Office _______________________________ Date __________________

Revised 8/2019