



**Term Extension Job Requisition Form**

1. Date \_\_\_\_\_
2. Department \_\_\_\_\_
3. Title of position \_\_\_\_\_
4. Org and Account code \_\_\_\_\_ (the six-and four-digit codes to be charged)
5. Name of employee \_\_\_\_\_
6. Employee's hire date \_\_\_\_\_  
End date of current term \_\_\_\_\_
7. New term of position From \_\_\_\_\_ To \_\_\_\_\_
8. Weekly schedule Hours/week (non-exempt) \_\_\_\_\_ Percentage (exempt) \_\_\_\_\_
9. Benefits eligibility will be determined by HR based on the information above and definitions below.
  - Full-time benefits – Term staff with appointments greater than or equal to 1,560 yearly hours or at 75% for more than 24 consecutive months who continue to work greater than or equal to 1,000 yearly hours or at 50% thereafter.
  - Short-term benefits – Greater than or equal to 1-year term appointment with greater than or equal to 1,560 yearly hours or 75%
  - Ineligible for benefits – Term appointments with less than 1,560 yearly hours
10. Will there be a change in salary/rate? \_\_\_\_\_ same \_\_\_\_\_ increase (an increase will need to be reviewed by HR and be supported in questions #11 and #15)
11. Budget and Salary Projections:  
\*Salaried positions may skip the hourly rate and yearly hours boxes in sections 1 & 3

1) Employee's Salary		2) Budget Impact (check one)		3) Salary Increase Expectations	
Current Hourly Rate		No change	<input type="checkbox"/>	Requested Hourly Rate	
Requested Hours	X	Savings	<input type="checkbox"/>	Requested Hours	X
Salary	=	Increase	<input type="checkbox"/>	Salary	=
Benefits at 34%	X	<i>*if marked "no change" - stop &amp; move to question #12</i>		Benefits at 34%	X
Total Cost	=			Total Cost	=

12. Please detail the justification for the term extension.

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13. Please detail the reporting structure for this position. To which position will this position report and which position(s) will report to them? Are you expecting to restructure with this replacement? You are welcome to explain below or attach an organizational chart.

Position's direct supervisor:	
The position will supervise:	
Restructure Yes or No? If yes, explain:	

14. What are the expected additional costs associated with this term extension (new furniture, new office, etc.) and how will you manage those expenses?

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15. If you requested an increase in salary please explain in detail how this term extension will impact your budget for the upcoming term. For instance, will you reclassify or otherwise adjust your budget? Have you requested additional funds to support this extension? If so, how much? What is your contingency plan if additional funds are not made available?

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16. Attach a copy of the proposed position classification (job) description if any changes are needed.

Supervisor/Dept. Head \_\_\_\_\_ Date \_\_\_\_\_  
Division Head \_\_\_\_\_ Date \_\_\_\_\_  
Human Resources \_\_\_\_\_ Date \_\_\_\_\_  
Provost's Office \_\_\_\_\_ Date \_\_\_\_\_