

(Positions will be posted within 4-8 business days)

REQUISITION INFORMATION

Position Title (Attach completed job description)

Auxiliary

Department

Project Start Date

Pay Status: Salaried Hourly

Classification (select one): Full-Time (30+ hour/week) Part-Time _____ %

Account Number

Account Number (unit/name)
responsible for ad costs

Account Number responsible for
background check costs

Requestor's Name

Requestor's Phone Number

Requestor's Title

Request Date

REASON FOR REQUISITION

New Position Budgeted Not Budgeted (Attach Business Justification)

Salary or Hourly Range

Estimated Starting Amount

Replacement Position

Name of former employee

Last day worked

Last Salary

JUSTIFICATION SECTION

Please indicate reasons/justification for requisition (attach additional documentation if necessary)

APPROVAL SECTION

Requestor's Signature

Date

TAP Human Resources

Date

Project Director

Date

Post-Award Analyst

Date

Dean
(Faculty/FT Grants Employee Approval)

Date

Chief People and Operations Officer
or Designee

Date

COMPENSATION/HR SECTION (HR OFFICE USE ONLY)

New Hire's Name

Hire Date

Salary or Hourly Pay Rate

Recruitment Source

Exempt

Non-Exempt