

(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 or Philanthropic Approval

\_\_\_\_\_  
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