**PAGE 1: TO BE COMPLETED BY REQUESTING DEPARTMENT**

| **Step 1 – Select the Type of Position Request** | |
| --- | --- |
| Request | ☐ New Position ☐ Transfer ☐ Title Change ☐ Promotion ☐ Reclassification ☐ Pay Grade Change ☐ Other (list) - |
| *If Wage Adjustment* | ☐ Market Adjustment ☐ Equity Adjustment ☐ Schedule Change ☐ Promotion ☐ Reclassification ☐ Pay Grade Change ☐ Other (list) |

| **Step 2 - New Position Request or Current Position Details** | | | | |
| --- | --- | --- | --- | --- |
| Department Name |  | | Current Status (Exempt or Non-Exempt) |  |
| Current Position Title |  | Position # | Incumbent Name |  |
| Current Reports To Title |  | Position # | ☐ Part-Time ☐ Full-Time | |
| Scheduled Hours per Week |  | Scheduled Weeks or Months per Year |  | |
| Telecommuting Eligible Position? ☐ Yes ☐ No | | | | |
| \*Please Indicate Work Location (if other than Holy Cross) | | | | |
| ***Please include any relevant/updated job descriptions at the end of this form*** | | | | |

| **Step 3 - Explanation of Requested Change** |
| --- |
| Include any other courses of action that have been explored, such as realignment of duties, part-time help, etc.  If this is an existing position(s) list, the **“From and To information”**. |
|  |

As the requesting department, you are required to have funding established **prior to** submitting this form to Human Resources. We are unable to move forward in the process unless this section is complete.

| **Step 4 – Proposed Source of Funding and Anticipated Budgetary Impact - Existing Position** |
| --- |
| Compensation (including fringe benefits - 40% full time, 10% part time) |
| **Step 4 - Proposed Source of Funding and Anticipated Budgetary Impact - New Position** |
| Compensation (including fringe benefits - 40% full time, 10% part time)  Furniture/equipment needs: |
| If additional office space is needed for this position, please indicate requirements here. This must be discussed with the Chief Facilities Officer for space review and authorization. |

| **Step 5 – Approval**  Department and Division Head approval is required on all requests submitted to Human Resources. | |
| --- | --- |
| **Budget Manager** | **Division Head (or Designee)** |

**PAGE 2: TO BE COMPLETED BY HUMAN RESOURCES, BUDGET, AND FINANCE**

| **Section 1 – Human Resources Recommendations and Approval** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Effective Date |  | | Pay Group | |  |
| Job Code |  | | Approved Schedule | |  |
| Pay Factors Job Code |  | |  | |  |
| Approved Pay / Target Pay Range |  | | FLSA Status | |  |
| Pay Grade Assigned |  | | Regular or Temporary | |  |
| Position Long Title |  | | | | |
| Reports To Name |  | | | | |
| Reports To Position # |  | Reports To Long Title | |  | |
| \*If there is an impact to reporting structure, please list position numbers, titles, and employees impacted below. | | | | | |
| **Chief Human Resources Officer (or Designee)** | | | | | |

| **Section 2 - Budget and Finance Approval** | | | |
| --- | --- | --- | --- |
| Source of Funding |  | | |
| Position # |  | | |
| Approved Budget |  | | |
| Budgeted FTE |  | Account Code |  |
| **Budget Approval** | | | |
| **AVP for Finance and Assistant Treasurer (or Designee)** | | | |

| **The Senior Vice President for Administration and Finance needs to sign off on any new positions.** |
| --- |
| **Senior Vice President for Administration and Finance (or Designee)** |

***Please include any relevant/updated job descriptions here***