**CURRENT POSITION**(To Be Completed By Requesting Department)**:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department Name:** | | |  | | | | **Non-Exempt:** *Attach Job Description* | | | |  | |
| **Department Number:** | | |  | | | | **Exempt:**    *Attach Job PositionDescription* | | | |  | |
| **Position Title:** | | PN: | | | | | **Incumbent:** | |  | | | |
| **Reports to:** | | PN: | | | | | **Employee ID:** | |  | | | |
| **Hours:** |  | **Weeks:** | |  | **Months:** |  | **Full-time:** |  | | **Part-time:** | |  |
| **REQUESTED POSITION:**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Request Reason:** | **Promotion/ Transfer** | **New Position** | | **Title**  **Change** | |  | **Other (list):** | |  | | | ***If Wage Adjustment:*** | **Market Adjustment** | | **Performance Increase** | | **Hours Worked Change** | | | **Other (list):** | |  | | | | | | | | | | | | | |
| **1- 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 similar to an existing position, provide the position title and incumbent of that position:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **2-BUDGETARY IMPACT: Define the source of funding for any increases in compensation. Explain any budgetary impact of this request (i.e. salary, furniture, supplies, equipment, staffing, etc.):** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

**Approval for Department Requesting Review:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  |  | |
| **Department** **Head** | |  | ***Division******Head*** | |
|  |  |  |  |  |
|  | ***Date*** |  |  | ***Date*** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PROPOSED POSITION: Human Resources Systems Data | | | | | | | |
| **Effective Date:** |  | | | |  | **Pay Group:** |  |
| **Job Code:** |  | | | |  | **Regular/Temporary:** |  |
| **Salary:** |  | | | |  | **Classified Indicator:** |  |
| **Plan/Grade:** |  | | | |  |  |  |
| **Official Long Title:** |  | | | | | | |
| **Report to:** |  | | | | | | |
| **Position #:** |  | **Title:** | |  | | | |
| **Reports to Structure Impact(list PN#, title(s), name(s)):** | | |  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Human Resources Recommendations:** | | | | | | | |
|  | | | | | | | |
|  |  | |  |  |  | |  |
| **Director, Human Resources** | | |  | **Sen. Assoc. Director HR/OD** | | | |
|  | |  |  |  | |  |  |
|  | | ***Date*** |  |  | | ***Date*** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Presidential Approval:** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **President** | |  | **Date** | |
|  | | | | |
| **Vice Presidential Approval:** | | | | |
|  |  |  |  |  |
| ***Vice President for Administration and Finance*** | |  | ***Date*** | |
|  | |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Approval:** | | | | | | | | | | |
| **Source of Funding:** | |  | | | | | | | | |
|  | |  | | | |  | | | | |
| **Position Number:** | |  | **Effective Date:** | |  | | | **Approved Budget:** | |  |
| **Budgeted FTE:** | |  | | **Account Code:** | | | |  | | |
|  |  | | | | | |  | |  | |
| ***Director of Finance & Assistant Treasurer*** | | | | | | |  | | ***Date*** | |