**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*** |  |

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|  |
| **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*** |