**To Be Completed By Requesting Department**

**REASON FOR POSITION REQUEST** *Work Location (if Other than Holy Cross\*):*      Date of Request:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Request: | New or Temp | Transfer | | Title Change | Promotion, Re-class,  Level/Grade Change | Other (list): |
| *If Wage Adjustment:* | Market Adjustment | | Work Schedule Change | | Promotion, Re-class, Level/Grade Change | Other (list): |

**NEW POSITION REQUESTED or CURRENT POSITION TO BE CHANGED:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department Name: | |  | | | | Non-Exempt:   *Attach Job Description* | | |  | |
| Department Number: | |  | | | | Exempt:   *Attach Job Description* | | | x | |
| Position Title: | | PN: | | | | Incumbent: | |  | | |
| Reports to: | | PN: | | | | Employee ID: | |  | | |
| Hours: | 40 | Weeks: |  | Months: | 12 | Full-time: | x | | Part-time: |  |
| Total budget amount: $ | | | | | | | | | | |
|  | | | | | | | | | | |
| **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 an existing position(s) list, the **“From and To information”**. If this is similar to an existing position, provide the 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.): | | | | | | | | | | |
|  | | | | | | | | | | |
| **3-FURNITURE/EQUIPMENT NEEDS(**New positions only)**:** | | | | | | | | | | |
| N/A | | | | | | | | | | |

**Approval for Department Requesting Review:**

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

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Human Resources Recommendations(include new grade here, minimum and first quartile):** | | | | | | | | | | |
|  | | | | | | | | | | |
|  |  | | |  | |  |  | | |  |
| Chief Human Resources Officer | | |  | | Sen. Assoc. Director HR/OD | | | | | |
|  | |  |  | |  | | |  |  | |
|  | | Date |  | |  | | | 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: | | | |  | | |
|  |  | | | | | |  | |  | |
|  | *Associate Director for Budgets* | | | | | |  | | *Date* | |
|  |  | | | | | |  | |  | |
| *Director of Finance & Assistant Treasurer* | | | | | | |  | | *Date* | |