

## **ATTACHMENT E: NEW POSITION REQUEST FORM**

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time; <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<b><u>Required Supporting Documentation:</u></b>			
<input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements			
<input type="checkbox"/> Proposed pay group			
<input type="checkbox"/> Supporting documentation (i.e. job study data, internal equity)			
<input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____			
<input type="checkbox"/> Plan of how financial impact will be absorbed			
<input type="checkbox"/> Proposed change to department's organizational chart			
Department Head Signature:		Date:	
Supervisory Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Personnel Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Finance Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

### **TO BE COMPLETED BY THE OFFICE OF FINANCE AND PERSONNEL**

Approved New Position Title:	Effective Date:
Pay Group:	Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:	Union Code:
Workmen's Comp Code:	EEOC Job/Salary Category:
New EEOC Function Number:	
Signature of Personnel Manager:	Date:
New Position Added by:	Date:

