ASBC Personnel Requisition Form Procedure

The ASBC Personnel Requisition Form provides the required budgetary approval for personnel actions.

The form is available in two formats; Word and PDF. Both formats are available on the ASBC website or from your HR contact. To facilitate form completion, Personnel Requisition Form Completion Instructions are also available on the ASBC website or from your HR contact.

Procedure:

1. Department Contact completes the requisition form utilizing the associated completion instructions.
2. Department routes form for appropriate authorization
   a. E&G funded positions require Dean or Associate Dean approval
   b. Grant funded positions require PI approval only
   c. Temporary positions require Department Chair/Director or PI approval only
3. Completed and approved form is forwarded to ASBC F&A contact
   a. For E&G funded positions; Dean’s office forwards approved form to ASBC F&A contact with copy to requesting department to inform department of approval
   b. For grant funded positions; PI forwards approved request form to ASBC F&A contact
   c. For positions funded by both E&G and grant funds; PI forwards approved request to Department Chair, Department Chair forwards approved request to Dean’s office, Dean’s office forwards approved form to ASBC F&A contact with copy to requesting department to inform department of approval
   d. For Temporary positions; Department Chair (E&G funded) or PI (grant funded) forwards approved request form to ASBC F&A contact
4. ASBC F&A contact reviews and verifies funding source availability
5. ASBC F&A forwards completed form to ASBC HR Manager
6. ASBC HR Manager distributes completed form to the appropriate HR Consultant
7. ASBC HR Consultant attaches completed form to the applicable PeopleAdmin action as “Other” document and retains the scanned form copy on the ASBC HR share drive

Signature stamps and electronic signatures are encouraged. The requisition form may be routed electronically via email or printed out and the hard-copy routed via courier. **Electronic routing is encouraged.**

Please direct questions about the process, procedure, or form to any member of the ASBC HR staff.

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