ASBC Personnel Requisition Form Completion Instructions

1. Home Unit: Department name and org number (select from drop-down menu)
   a) Date: Date of request
   b) Position number: Insert if current position, leave blank if new position

2. Department contact: Person to contact with questions about the request
   a) Phone: Telephone number of department contact

3. Request to Staff: Identifies what action is being requested
   a) New position: Establish a new position
   b) Position Change: Make a change to a current position
   c) Reclassification: Change an existing position’s classification
   d) Vacant Position: Take action on a currently established, but vacant position

4. Position at ___ FTE: Expected position FTE
   a) Months employed/year: 9- or 12-month basis

5. Anticipated start date: Date appointee is expected to begin working, or change to take effect

6. Position Title: Indicates type of appointment

7. Job Title: Indicates what position is called, i.e., Assistant Professor, Office Specialist 2, Finance Coordinator, etc.

8. Justification to continue/create/change position: Brief description of basis of request; why need to fill a vacant position, establish a new position, add duties, etc.

9. Funding Information:
   a) Salary Range or Hourly Rate $: Expected or known compensation rate
   b) Index: Index against which salary will be charged
   c) % Salary: How much of position is funded by this source

10. If appropriate, justification for waiving recruitment and name of potential appointee: If requesting to fill the vacancy through a waiver of search, give a brief description of why the waiver will be sought and the name of the appointee.

11. Approvals: Person with authority to grant permission to take the requested action
    a) Department Head/Director/PI: Department Head/Director if E&G funded; PI if grant funded
    b) Date: date which above signs form/approves request
    c) Dean/Designee: Dean or Associate Dean
    d) Date: date which above signs for/approves request
    e) ASBC F&A: person in BC with authority to verify funding source availability