



# Staffing Request & Budget Authorization Form

The Staffing Request and Budget Authorization Form is a document that triggers the start of the recruitment and staffing process to fill a position.

POSITION INFORMATION					
Job Classification:		Job Title:		Number of Vacancies:	
Department/Unit:			Supervisor Name:		
Appointment Type:	<input type="checkbox"/> Continuing	<input type="checkbox"/> Temporary	<input type="checkbox"/> Temp & Casual		
Shift:		Work Days:			
Appointment Percentage:		<input type="checkbox"/> 100% time (40hrs/week)		<input type="checkbox"/> Less than 100%, specify percentage:	
FUNDING INFORMATION					
<i>If split between account strings, list all account strings and split percentages (all splits need prior RRC approval)</i> <i>*These fields only need to be completed by Auxiliary Services units for set-up in Kronos.</i>					
EFS Number:	-	-	Activity*:	Cost Center*:	% if split:
EFS Number:	-	-	Activity*:	Cost Center*:	% if split:
EFS Number:	-	-	Activity*:	Cost Center*:	% if split:
This position is a:		<input type="checkbox"/> New Position <i>*Finance signature and justification for new position are required</i>	<input type="checkbox"/> Replacement Name of previous incumbent:	<input type="checkbox"/> Modified Replacement Job Code of position that is being replaced:	
		Reason for vacancy:			
Justification for New Position (not required for replacements):					
Salary Range for Job Code:			Anticipated Hiring Salary Range, if different than job code salary range:		
Is this position budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No*			Position #:		
JOB POSTING INFORMATION					
Names of Interview Committee members and those who need access to review applicants:					
List any external websites/professional organizations to which the job should be posted:					
Account string to bill for external posting charges:					
<b>Please attach job description for this position (must be in Microsoft Word).</b>					
AUTHORIZATION INFORMATION (required)					
1 <sup>st</sup> Level Approval: Hiring Manager (route to AVP for signature)			2 <sup>nd</sup> Level Approval: AVP (route to US-HR for final signatures)		
*Finance Director (for unbudgeted positions only)			Final Approval: HR Director		