

Initiator Name:

Initiator Email:

Date:

This form is filled by:

☐ **Hiring Manager**

☐ **Academic HR**

Appointment Request Information - Position

Request Type

ZenDesk Ticket Number:

Position Effective Date

Employee Class

Proposed Job Code

Proposed Job Title

Step

Salary Admin Plan:

Salary Grade:

Proposed Start Date

Proposed End Date

Percentage Time

Department

Fixed or Variable

Posting Length

[Department Code Help](#)

Appointment Request Information - Continued

Identified Candidate

☐ Yes ☐ No

Candidate Name

**Position Working
with Youth?**

☐ Yes ☐ No

**Fingerprinting
Required?**

☐ Yes ☐ No

Background Check

☐ Yes ☐ No

**Background Check
Type**

Position Location Code

[Location Code Help](#)

Justification - Must include both position request and budgetary restriction details.

Appointment Request Information - Supervisor

**Supervisor
Name**

**Supervisor
Position
Number (if
known)**

40

**Supervisor
Title**

**Timesheet
Approver
Name/Email**

**Backup
Timesheet
Approver
Name/Email**

Financial Control Point

Instructions: Select Financial Control
Point for approval and routing.

Financial Control Point

Position Managament - Academic

Soft Funded Positions

Budget and Financial Information

Centrally
Funded?

CBR Rate

Permanently
Funded?

Provision
Amount

New Provision?

Budgeted/
Non-Budgeted:

☐ Yes

☐ No

Fund Effect Date	Fund End Date	Earn Code	Chart of Account (Entity-Fund-Financial Dept-Purpose-Program-Project-Activity-Task-Award)	Pay Dist % (Must add up to 100% per Earn Code)
TOTAL:				

Financial Control Point

Name*

Email*

Date*

Comments*

Select Option*

☐ Approve ☐ Reject

RPM

Name*

Email*

Date*

Comments*

Select Option*

☐ Approve ☐ Reject

Academic HR

Name*

Email*

Date*

Comments*

Select Option*

☐ Approve ☐ Reject

Vice Provost / AVP

Name*

Email*

Date*

Comments*

Select Option*

☐ Approve

☐ Reject

Position Administration

Name*

Email*

Date*

Comments*

☐

Position Number:

Office Use Only

Reviewer/ Approver Comments:

Submit Comments

Resend Lost Link:

Send