

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:

Grade:

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

**Position Working
with Youth?**

☐ Yes ☐ No

**Fingerprinting
Required?**

☐ Yes ☐ No

Background Check

☐ Yes ☐ No

**Background Check
Type**

Position Location:

[Location Code Help](#)

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

Appointment Request Information - Supervisor

Supervisor Name

Supervisor Position Number (if known)

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

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*

☐ FYI only

Position Administration

Name*

Email*

Date*

Comments*

HR Team

humanresources@ucanr.edu

☐

Position Number:

Office Use Only

Reviewer/ Approver Comments:

Submit Comments

Resend Lost Link:

Send