

Staffing Request & Budget Authorization Form

The Staffing Request and Budget Authorization Form is used as a trigger document to start the recruitment and staffing process to fill a vacant or newly created 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			
EFS Number: _____ - _____ - _____			
This position is a:	<input type="checkbox"/> New Position*	<input type="checkbox"/> Replacement**	
* If new position, Finance signature and position justification is required			
Justification:			
** If replacement, list name of last incumbent and reason for vacancy:			
Is this position budgeted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Position #:

Please attach job description for this position.

AUTHORIZATION INFORMATION (required)
Hiring Manager (route to US-HR for final signatures)
AVP
HR Director
*Finance Director (for unbudgeted positions only)