

PERSONNEL REQUISITION
(Please Print)

Requisition # _____

Replacement for: _____ New Position

Starting Date: _____ Department: _____

Position: _____ Position Grade: _____

(Check all that apply.)

- Full-Time (>=30 hrs/wk)
 Part-Time (<30 hrs/wk)
 Temporary (<90 days/yr)
 On-Call
 10 Month Position
 12 Month Position

Project # _____ Object # _____

<input type="checkbox"/> <u>Hourly</u> Hourly Rate \$ _____ Shift Diff \$ _____ Hrs./Week _____ Wks./Year _____ Hours Annually _____ Shift _____ am/pm to _____ am/pm Work Days: (Circle appropriate) S M T W Th F S

<input type="checkbox"/> <u>Administrative</u> Salary \$ _____ Hours Annually _____

Briefly describe duties and qualifications or attach job description:

(Use reverse side if necessary)

Refer applicants to: _____ Phone: _____

Location: _____

APPROVALS/ACKNOWLEDGMENTS

Immediate Supervisor _____	Date _____
Department Head _____	Date _____
Responsibility Center Head _____	Date _____
Budget _____	Date _____
President _____	Date _____
(Exempt Positions Only)	
Human Resources _____	Date _____

<i>Object Numerical Codes</i>	8010 Administrative	8245 Facilities Srv. Temp	8280 Other Hourly Paid
	8230 Clerical	8250 Dining Service	8285 Other Temp
	8235 Clerical Temp	8255 Dining Srv. Temp	8290 Campus Safety
	8240 Facilities Srv.	8260 Student	8292 Campus Safety Temp

ALL DATA AND APPROVALS MUST BE COMPLETED PRIOR TO SUBMITTING TO HUMAN RESOURCES

PERSONNEL REQUISITION INSTRUCTIONS

A Personnel Requisition should be submitted as soon as an employee resigns or a new position is created. Please complete all applicable information.

REPLACEMENT: Replacement is the name of employee who is leaving.

STARTING DATE: Starting date is the date that you would prefer to have a new person in the position.

DEPARTMENT: Department is the hiring department name.

POSITION: Position is the position title.

POSITION GRADE: Position Grade is the numeric value of a position within the Union College structure. If unknown, please contact Human Resources or Human Resources will fill in the data upon receipt of the form.

FULL TIME: Full time is 30 hours or more of *regularly* scheduled work per week. An employee is full time benefit eligible if regularly scheduled to work a minimum of 30 hours per week **and** a minimum of 1,000 hours per year.

PART TIME: Part time is less than 30 hours of *regularly* scheduled work per week. An employee is part time benefit eligible if regularly scheduled to work a minimum of 20 hours per week **and** a minimum of 660 hours per year. Employees who work less than 20 hours a week and less than 660 hours per year are *not* benefits eligible.

TEMPORARY: Temporary is employment for no more than 90 days regardless of the hours per week. Adjunct professors also fall under this category.

ON-CALL: On-Call is occasional work without a set schedule.

PROJECT #/OBJECT #: Provide the correct project and object account numbers.

EMPLOYEE TYPE

HOURLY: Hourly relates to “staff” employees that are paid a set rate for each hour worked. Complete all requested information within the Hourly box.

ADMINISTRATIVE: Administrative relates to employees paid on a salary basis regardless of the number of hours worked. Complete all requested information within the Administrative box.

DUTIES AND QUALIFICATIONS

Provide a summary of job responsibilities and position qualifications in the space provided or attach a job description. If position was posted within the past year and the duties have not changed, then enter “Use Prior Description”.

CONTACT INFORMATION

Provide name, department address and phone number for person to receive the completed applications.

APPROVALS/ACKNOWLEDGMENTS

The Department Head and Responsibility Center Head must sign the Requisition before it is forwarded to Human Resources. Human Resources will review the requisition and make corrections prior to forwarding for Budget and Presidential approval.

After all signatures are obtained, positions will be posted for 10 business days.