



## FACILITIES & SAFETY RECRUITMENT REQUEST FORM (RRF)

**PROCESS:** To submit a request for recruitment, please complete the following actions:

1. Fill out this form completely
2. E-sign as the Requestor, then obtain your Director's e-signature
3. Attach this form and an updated Position Description at the end of your job posting request in PeopleAdmin  
(See Supervisor Recruitment Guide for details)

**REQUEST:**

Select one:  OPS  USPS  A&P

Select one:  Create a new position

Fill a vacant position

Previous employee name: \_\_\_\_\_ Termination date: \_\_\_\_\_

**POSITION INFORMATION:** If you do not have vacant position #, please leave that section blank for the F&S HR Staff to complete. Please enter position # 90000 for all OPS positions.

Position Title: \_\_\_\_\_

Position #: \_\_\_\_\_

Department: \_\_\_\_\_

Funding Account #: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

Annual Salary + Benefits: \_\_\_\_\_

*(Multiply annual rate by: \* 48.25% if annual salary < 48k  
\* 34.25% if annual salary = 48,001k - 70k  
\* 24.25% if annual salary > \$70k  
\* 2.25% for OPS employees working < 30 hpw*

**JUSTIFICATIONS:**

**Position:** Please provide a brief justification for your request (ie. explain departmental need for this position)

**Budget:** Please identify the source of recurring funds by percentage split (if applicable when using more than one funding source) that will be used to support the position; particularly in consideration of any further budget reductions that may be forthcoming.

**SIGNATURES:**

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Director,  
Business Office: \_\_\_\_\_

Date: \_\_\_\_\_