



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: _____

For OPS positions use this formula to determine annual rate: Hourly Rate x # Hours worked per payperiod x 26.1

*(Multiply annual rate by: 36% - A&P Positions
49% - USPS Positions
11% - OPS Non-students
2% - OPS Students*

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: _____