



Human Resources

REQUEST FOR POSITION (FORM 12)

THIS FORM IS TO BE USED PRIOR TO COMMITMENT OF ANY FUNDS FOR PERSONNEL SERVICES, I.E. ANY PAYROLL EXPENDITURES. THIS APPLIES TO TEMPORARY HIRES AND PERMANENT HIRES, DUAL EMPLOYMENT, OR EXTRA COMPENSATION.

Revised 9.15.25

<u>CHECK ONE:</u> New Reappointment Replacement <i>Prior Employee:</i> Dual/Extra Compensation	<u>CHECK ONE:</u> Classified (Attach PD if new) Unclassified (attach 1A) Temporary <u>PAY BASIS</u> 9 Months 11 Months 10.5 Months 12 Months	<u>FOR GRANTS ONLY</u> List the Following Information: Lead PI: Award Type: Proposal Number: <u>BUDGET OFFICE ONLY</u> Salary Expected: Estimated Fringe: Total Amount:
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To: Human Resources Office

From:

Date:

Position Title/Description:

Does this position require a Background Check? Yes No

Person to be hired (if known):

Salary Requested, not including Fringe:

Dates of Employment: to

Hours Per Week Working:

Does this require additional Funding: Yes, Amount:

No *Note: If response is "No" the action will be covered by requestor's budget!*

Additional Funding Source:

PeopleSoft Accounting Information

OPERATING UNIT	DEPARTMENT	FUND	CLASS	ACCOUNT	BUSINESS UNIT	PROJECT	ACTIVITY
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Approvals:

Signature

Date

Department Head/Chair

Signature

Date

Dean (Academic Units Only)

Signature

Date

Vice/Assistant Chancellor

Signature

Date

Budget Director

Signature

Date

Chief Financial Officer

Signature

Date

Grant Accountant (if applicable)

Signature

Date

Chancellor

Approver Comments: