



PERSONNEL REQUISITION w/ BUDGET TRANSFER FORM

ACTION - are you trying to fill a position that is already budgeted (may or may not have a current employee assigned to that position); OR are you trying to fill an unbudgeted position and need to create a new position? In addition, an existing position may need to be modified before filling the position; and therefore, a space to check off this action is available.

SECTION 1: POSITION CONTROL

This section is reviewed by Human Resources-for position evaluation.
Based on the information that is provided by the preparer, HR will be able to approve a salary range, position class, and grade.

The lower half of section 1 - Position Labor Distribution - is also filled out by the preparer. This section allows the preparer to show how a position will be funded.

SECTION 2: BUDGET TRANSFER

If funding is needed to bring this position's budget to a sufficient level (budget must be > or = intended salary), then ample space is provided in Section 2 for any split labor distributions and fringe. You will need to show FROM where the money is being pulled and TO where the money is to be distributed. as what Fiscal Year this is for.

SECTION 3: APPROVALS

Hiring Manger
Divisional VP
Human Resources, Controller (budget authorization) and VP of Finance
President

AUTHORIZATION TO HIRE w/ BUDGET TRANSFER FORM

(Continuing with Sections 4, 5, and 6).
This form acts as your receipt, that the personnel requisition has been approved and posted by HR. and is redy or the hiring process. At the top of the form , HR r will provide you with the approved information specific for this position. given position number.

Note: The Personnel Requitons process is not required for Casual/Temporary Staff, Pooled Positions i.e. Adjuncts or Students. Contact the HR office to obtain an Authorization to Hire for non requisitioned postions.

SECTION 4: AUTHORIZATION TO HIRE

This section allows the preparer to insert the chosen candidate's name (after the interview process) along with start date, compensation information, and address.
This initiates the approval process (again) but now more specific to the candidate's qualifications and experience. Please note all the documents needed to be attached to this form (i.e. Resume, etc).
When approved by Human Resources, then the Offer Letter can be generated.

SECTION 5 & 6, same as sections 2 & 3.

Another Budget Transfer Section is available in case money has moved since the first approval process. Section 6 is yet another signature area signifying a 'final approval' from the same levels of management. Section 6 is required.