

Today's Date:

Requested by:

Department:

Action requested:

New regular staff position Title Requested

Reclassification of regular staff position Title Requested

Fill existing regular staff position

Position number (leave blank if a new position request):

Funding source (cost object number):

Additional funding source information:

Justification (Please indicate **both** the funding availability and why the department **needs** this position):

After clicking the submit button please attach the updated *Position Description* to the email.

For internal use only:

Reviewer Comments

Approver Comments