

Request to Proceed with Hiring Process, Salary Change, Reclassification/Job Code Change, Percent of Time Change

This form must be completed and submitted to the CMCI Faculty Affairs and Human Resources Manager for review to proceed with any personnel action for staff. Staff actions include recruitment/search process to fill a vacant position; filling a new or existing position by hiring (transferring) a current employee; reclassification within the Classified Staff system or job code change for University Staff of an encumbered position with an anticipated salary increase for the incumbent; conversion from Classified to University Staff of an encumbered position with an anticipated salary increase; and percent of time change.

		Section	1: Position Inforr	nation	
Position #:	Job Code:	Position Title:	_	Requestor:	
Emp ID:	Candidate/ Employ	vee Name:	Hiring Dept. #	Hiring Dept. Name:	
LITIP ID.	Candidate/ Employ	ee Name.	Tilling Dept. #	Tilling Dept. Name.	
Speedtype(s) (c	or Fund-Program Combos) that have budget au	thority to fund this I	position:	
		Section 2	2: Justification for	Request	
Explain the just	ification for this action –				
, , , , , , , , ,		, , , , , , , , , , , , , , , , , , , ,	, , , , , , ,	,	
		Section 3: Fiscal Ir	mpact and Budge	et Considerations	
Explain how thi				ge increase anticipated for a current employee along	with
				e; work with CMCI Finance dept. for guidance):	,
		Sec	ction 4: Approva	ls	
					_
Assistant Dean of A	Administration, CMCI			Date	
Assistant Dean of B	Budget and Finance, CMCI			Date	_
	•				
Dean, CMCI				Data .	_
Death, Civici				Date	