



The Personnel Requisition Form

The **Personnel Requisition Form**  sets the stage for hiring classified and hourly employees, and professional staff and faculty at the Amherst campus. The Requisition, as it is commonly called, provides the means for schools and departments to initiate and seek levels of approval for filling and advertising all positions *except* those held by *student personnel*. Personnel Requisitions are available from the Employment Office, Room 167, Whitmore Administration Building, 545-1396. 

Contents of the Form

The Requisition form is divided into four sections: Position Information, Search Proposal, Comments, and Approvals.

A. Position Information

In this section the employing department provides specific information about the position it plans to fill. Data includes: job title, funding source, salary, work schedule, position type; details about the vacancy/previous incumbent, and characteristics of the position.

B. Professional Staff/Faculty Search Proposal

University search procedures for faculty and professional staff require that a search proposal be submitted, reviewed and approved by the Equal Opportunity & Diversity (EO & D) Office. Departments incorporate the proposal in Section B of the Requisition. The proposal should have three components: 1) a list of the race, gender, rank or state title of the proposed members of the search committee (omitting names); 2) a statement about how the hire will reflect the department's affirmative action goals; and 3) a summary of the advertising plan.

C. Comments

The space provided in this section can be used by the employing department in various ways including: requesting a waiver of the search process, making notations about the reasons for split funding, explaining why a temporary position is necessary, or offering additional information to those individuals who will be reviewing and approving the Requisition.

D. Approvals

Each Requisition needs signature approval from the Principal Investigator/Appointing Authority, Dean/Director, Vice-Chancellor/Provost, and the Equal Opportunity Office (professional staff/faculty positions only) in order for a position to be advertised and filled. The name of a contact person in the employing department should also be included in this section of the form.

Instructions

Use the table of instructions below to help you fill out the Requisition and also refer to the examples shown at the end of the table. Keep in mind that you need to *complete a separate Requisition form for each person you plan to hire*. If you have any questions about how to complete the form, we recommend that you seek assistance from the Personnel Coordinator or the Administrative Officer in your Dean's Office or Executive Area.

A. POSITION INFORMATION





Section A - Requisition	
Item	Instructions/Requirements
Department Name	Enter the full name of the employing department. Academic departments may also wish to include the name of their school or college.
Dept Code	Enter the department code. This is the same number used on your Attendance Reports.
State Title	Enter the official state title associated with the position. If you are hiring an hourly employee, the state title may be listed as either Clerical Assistant or Departmental Assistant.
Census Code & EEO6 Code	These shaded areas will be filled in by the Equal Opportunity Office.
Working Title	If applicable, enter the functional or working title for the position.
Account Number(s) %	Enter the account number(s) you are planning to use to fund the position, and the percentage of salary to be charged to each account listed.
Position Number	A position number is required for jobs that will be funded from General Operating Funds (GOF), Revenue-Based Trust Fund accounts, and State funds.
Reason for Vacancy	Indicate the reason for the job vacancy (new position or replacement) by inserting an X in the appropriate box.
Date Vacated	If you are replacing an employee who left the position on a permanent or a temporary basis, enter the date when the position was vacated.
Job Begin & End Date	Enter the anticipated starting date for the job. If the position is temporary, you also need to provide the date when the job will end.

Section A - Requisition

Item	Instructions/Requirements
Previous Incumbent	Enter the name of the person who previously occupied the <i>position number</i> that will be used to fill this position.
Type of Position	Insert an X in every box that describes the type of position you are planning to fill. For classified positions be sure to include the job grade. Professional staff positions require a SAP (Salary Administration Program) level to be filled in. In the case of a faculty position, you need to check either TT (Tenure Track) or NTT (Non-Tenure Track).
% of Full Time	Specify the percentage of time required for the position. Half-time = 50%, three-quarter time = 75%, etc. Note that a 35-week minimum term of employment is considered to be full-time (100%).
AA & CC	<p>AA and CC are subsidiaries that provide supplementary information about the position you plan to fill. Insert an X in the appropriate box.</p> <p><input type="checkbox"/> AA Replaces the former subsidiary known as "01." Positions designated by the subsidiary AA include regular salary, overtime, and other financial benefits for employees in authorized positions. AA positions generally include fringe benefits if the employee is working a minimum of 50% time.</p> <p><input type="checkbox"/> CC Replaces the former subsidiary known as "03." CC includes payments to individuals who are employed on a temporary, hourly basis and generally indicate a non-benefit paying position.</p>
Salary Indicator	<p>Insert an X in the appropriate box to indicate the type of salary to be offered for the position and specify the dollar amount on the line marked "salary."</p> <p><input type="checkbox"/> Hourly For temporary employees who will be paid on an hourly, time sheet basis.</p> <p><input type="checkbox"/> Weekly For classified employees who receive a weekly salary based on the grade and pay scale for the position.</p> <p><input type="checkbox"/> Annual Applies to professional staff and faculty positions. The salary is generally given as a range rather than an exact amount. Professional staff salaries must be consistent with the Salary Administration Program (SAP) level. For temporary appointments, or appointments that have a waiver of the search process, you may indicate a total</p>

	dollar amount.
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Section A - Requisition

Item	Instructions/Requirements
Benefits	<p><input type="checkbox"/> Yes Insert an X in this box if the position is for a minimum of 50% time and will carry full benefits. Consult the appropriate collective bargaining agreement  for more information about fringe benefits.</p> <p><input type="checkbox"/> No Insert an X in this box if the position is funded from subsidiary CC and/or the position is less than 50% time regardless of the funding source.</p> <p>If it is not clear to you which response should be checked off, contact Human Resources for assistance, 545-0380. </p>
Shift	<p><i>Applies to classified and hourly positions only.</i></p> <p>Insert an X in the appropriate box(es) to indicate the shift that the employee will be scheduled to work.</p> <p>The category “Other” is used to explain special shifts such as ones that are sporadic in nature.</p> <p>Consult the appropriate collective bargaining agreement  for more information about work schedules.</p>
Work Schedule Description	<p>Indicate the number of hours and minutes scheduled for the position each week, the starting/ending time for the shift, etc. If the position has a non-standard work week, specify <i>which days</i> of the week the employee will be scheduled to work. A non-standard work week consists of an unequal number of daily hours and minutes and/or a work week that does not conform to a Monday through Friday schedule.</p>
Bargaining Unit	<p>The bargaining unit will be filled in by the Administrative Officer (A.O.) in your executive area (Vice-Chancellor/Provost’s Office). If assistance is needed in determining a bargaining unit, the A.O. shall consult with the Director of Labor Relations in the Division of Human Resources, 545-2736. </p>
Attachments	<p>This area provides you with a checklist of the documents that must accompany the Personnel Requisition form. Additional documents may be required by your executive area.</p>

B. PROFESSIONAL STAFF/FACULTY PROPOSAL**Section B - Requisition**

University search procedures for faculty and professional staff require that a search proposal be submitted to the Equal Opportunity & Diversity (EO & D) Office for review and approval.^{*} In lieu of a separate search proposal memorandum as was previously requested, the required information should be provided under Section B of the Requisition form. The proposal should contain the three items listed below: the composition of the search committee; the department's affirmative action recruitment goals; and a summary of the advertising plan.

Item	Instructions/Requirements
Composition of the Search Committee	<p>List the race, gender, rank or state job title of the proposed members of the search committee. Do not include names.</p> <p>EXAMPLE:</p> <p>2 Caucasian males, Associate Professors 1 Black female, Assistant Professor 1 Asian male, Assistant Professor 1 Hispanic female, graduate student</p>
Affirmative Action Recruitment Goals	<p>Indicate how the hire will reflect the department's affirmative action goals. For information about affirmative action goals, refer to the <i>Affirmative Action Plan</i>, which is published each year by the Office of Equal Opportunity & Diversity.</p> <p>EXAMPLE:</p> <p>The department recognizes that it is underutilized for female faculty and will advertise as widely as possible.</p>
Summary of the Advertising Plan	<p>Summarize your advertising plan by listing where ads will be placed, the extent of the search, etc.</p> <p>EXAMPLE:</p> <p>We plan to place ads in the <u>Chronicle of Higher Education</u>, the National Association of [name], the [discipline] monthly publication, and on the Internet. Additionally, a mailing will be sent to women with appropriate credentials registered in the Minority and Female Doctoral Degree Directory and to Affirmative Action Offices at colleges and universities that have departments similar to ours.</p>


^{*} Refer to EO & D's handbook  *Search Procedures for Faculty & Professional Staff*, p.5.

C. COMMENTS


Section C - Requisition

Employing departments may use this space to: request a search waiver; specify licenses required for the position; clarify items on the form, and provide additional information about the position. Do not include any confidential or personal information.

Requesting a Search Waiver

Refer to the *Search Procedures* handbook  for detailed information about search waivers and the types of positions likely to qualify for a waiver of the normal search process. For bargaining unit positions, you should also refer to the appropriate collective bargaining agreement. Your request for a waiver *must precede the approval to make an offer* and at a minimum should include:

- rationale for the waiver and impact on the department's Affirmative Action goals
- name (if known) and qualifications of the proposed candidate
- length of the appointment

A resume or curriculum vitae should also be attached to the Requisition. Questions concerning requests for a waiver of the search process should be directed to the Equal Opportunity Office, 545-3464. 

Inserting Additional Information

It may be helpful to those who will be reviewing and approving the Requisition to have additional information about the position being filled or in clarifying details given in another section of the form.

EXAMPLES:

“Additional User Assistance position in the department's Computing Facility. Note that this is funded through a fee-based trust.”

“Clerical position differs from previous position because of an administrative reorganization. It is within current funding agreement.”

“Temporary clerical position to fill in for vacationing staff and RISPP vacancies in the department's Main Office.”

“Technical support for ABC Lab. Position is within budget on this Allocable Research Trust Fund (RTF) but will need a position number assigned at the time of hire.”

“Faculty position agreed upon in consultations between Dean A and Department Chair B in August, 199x”

“Clerical position to support CWT (Center for Wonderful Things). Position is split-funded because it involves some work for grant-funded projects under Prof. Perez and some administrative/clerical work. See Position Description - Form 30 attached.”

“Position has been designated as Non-Unit per conversation with the Labor Relations Director [name] on [date].

D. APPROVALS**Section D - Requisition**

Original signatures are required for the purpose of indicating approval to advertise and fill the position and to verify that funds are available to pay for the position. If *additional funds* are requested because the position is not within the budget, attach a *memo of justification* to the Requisition, which explains the need for the position and gives a proposal for the source of funds. If the position is within budget, such a memo is not necessary, even if the position is new or has been revised.

Copies of the Requisition should be distributed back to recipients after all signature approvals have been obtained.

Item	Instructions/Requirements
Contact Person	Type the name, phone number, and e-mail address of the person who should be contacted if there is a question concerning the Requisition.
Date of Request	Enter the date when the Requisition was prepared.

Important Note

The Personnel Requisition is also required for other types of actions such as: a promotion, a transfer to another department, changing an hourly position to a classified position, changing a temporary position to a permanent position, and increasing the time for a part-time position to full-time.

Personnel Requisition forms are available in the Employment Office, Room 167, Whitmore Administration Building.