

UNIVERSITY SAFETY

Essential Staffing Request Form

This form must be completed by department heads and requires the Associate Vice President's signed approval, **prior** to the initiation of a search, final offer to hire a candidate, and employee temporary salary increase in a higher class (TSHC). This form is also needed for employee transfers and requires the AVP's acknowledgment. Please attach any supporting documentation (e.g. org chart, justification backup).

Contact/Hiring Manager:	
Department:	
Date of Request:	Action Effective Date:
Position/Payroll Title:	
Target Salary Range:	Offered Salary:

Request₁ to fill vacancy -- Number of vacancies:

Name of person(s) being replaced: _____

Name(s): _____

(of Hire/Transfer/Promotion/Temp-salary)

Request₂ to make offer

Request to promote

Request to change locations: From: _____ To: _____

Request for temporary salary increase

Request to Eliminate/Convert existing positions

Justification

Budgetary Impact:

Approval Signature/Date

Comments

Payroll Specialist:	
Financial Specialist:	
Department Head:	
Associate Vice President:	
HR Associate:	