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| --- | --- | --- | --- | --- | --- |
| HR will complete all transactions in Position & NPP in HCM; HRL will format CU-Careers | | | | | |
| \*If applicable; otherwise enter N/A | | | | | |
| Submission Date: |  | | | | |
| Department Information: | Organization #:       Department Name: | | | | |
| Employee Type: | Faculty  University Staff  Classified Staff  Temporary  Working Retiree | | | | |
| Request Type: | **Request to Fill**  New  Vacancy  # of Positions: | | **Employee Change**  Reallocation (Classified Staff)  Promotion (University Staff)  Reclassification (University Staff)  Classified to University Staff (Attach Employee Request)  Update Job Description  Pay Adjustment; Specify:  Equity  Compression  Market | | |
| **Position Information** | | | | | |
| \*Employee Information: | **Name** | | | **Employee ID:** | |
|  | | |  | |
|  | **Current** | | | **Proposed (if changing)** | |
| Position Number: |  | | |  | |
| Job Code: |  | | |  | |
| \*4-digit Faculty [CIP Code](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55): |  | | |  | |
| HCM Job Code Title: |  | | |  | |
| Working Title: |  | | |  | |
| Full/Part Time & FTE: | FT  PT | FTE: | | FT  PT | FTE: |
| Reports to Position #: |  | | |  | |
| Next Line Supervisor: |  | | |  | |
| [**Essential/Critical Service**](https://hr.uccs.edu/essential-and-critical-services)**:** | Yes  No | | | Yes  No | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Funding Information** | | | | | | |
| Funds Available: |  | Requested Pay: | | Annually  Hourly | | |
| Hours Per Week: |  | | | | | |
| Department or College Financial Approver: |  | \*Principal Investigator: |  | | Funding Verified? | Yes  No |
| SpeedType(s) & Percentage(s): |  | | | | | |
| Funding Type: | General Fund  Auxiliary  Grant  Gift | | | | | |
| Funding Source & End Date: | Salary Savings from Area  Savings from Another Position  Savings from a Campus Commitment  Position Number from Where Funding is Being Moved:  Other, please specify:  \*If grant or gift funded, is there a funding end date? List details: | | | | | |
| \*Grant Sponsoring Agency: |  | | | | | |

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| **Required Questions** | | | | | | | |
| * Is the position critical and essential to campus operations? If not, is the position vital to the strategic mission of UCCS? Please explain:      * What are the implications to the university, if any, of filling the position later as opposed to now?      * If requested salary is greater than budgeted salary, explain in detail how the position will be full funded:      * For classified reallocation request – Proposed salary and balance increase over the rest of the fiscal year:      * Will you consider sponsoring international applicants for this position**?**  Yes  No   *If yes, the job description should be sent to the International Student and Scholar Services office in Boulder for review before sending to HR.* | | | | | | | |
| **This Section Completed by Campus Human Resources** | | | | | | | |
| **HR Consultant:** | | |  | | **Cherwell Ticket #:** | |  |
| **Full Salary Range:** | | | Min:       Mid:       Max: | | | | |
| **HR Approved Posting Range:** | | |  | **HR Approved HCM Job Code:** | |  | |
| **\*For Promotions** | **Current Pay:** | |  | **Proposed Pay:** | |  | |
| **HR Approved Full Comp Title:** | | |  | **HR Approved Full Comp Code:** | |  | |
| **Background Package:** | | | Standard  Motor Vehicle  Financial  Director  Executive | **FLSA Exemption Status:** | | Exempt  Non-exempt | |
| **Notes:** | | | | | | | |
| **Authorization Workflow**  *Routing Chain: Talent Acquisition > Supervisor > Budget/SPA/PI > Vice Chancellor > PRC Representative*  *Additional Instructions: When routing Request Form in* [*Adobe Acrobat Sign*](https://auth.services.adobe.com/en_US/deeplink.html?deeplink=ssofirst&callback=https%3A%2F%2Fims-na1.adobelogin.com%2Fims%2Fadobeid%2FEchoSign2%2FAdobeID%2Fcode%3Fredirect_uri%3Dhttps%253A%252F%252Fgps.echosign.com%252Fpublic%252FadobeIDLogin%253Fserver%253Dna2.documents.adobe.com%2526isAdobeSignAuth%253Dfalse%2526port%253D443%26state%3D3976923a32dee5027854a5ff77cbfa6171659471201b31077ceeeec1fa9b7dfa%26code_challenge_method%3Dplain%26use_ms_for_expiry%3Dtrue&client_id=EchoSign2&scope=openid%2CAdobeID%2CDCAPI%2Cadditional_info.account_type%2Cskybox%2Cupdate_profile.first_name%2Cupdate_profile.last_name%2Cagreement_send%2Cagreement_sign%2Csign_library_write%2Csign_user_read%2Csign_user_write%2Cagreement_read%2Cagreement_write%2Cwidget_read%2Cwidget_write%2Cworkflow_read%2Cworkflow_write%2Csign_addressbook_read%2Csign_library_read%2Cadditional_info.projectedProductContext%2Csign_webhook_read%2Csign_webhook_write%2Csign_webhook_retention%2Csao.ACOM_ESIGN_TRIAL%2Cee.GROUP_SIGN_WEB%2Cadditional_info.ownerOrg%2Cadditional_info.roles%2Caps.read.app_merchandising%2Csign_application_read%2Csign_application_write&state=3976923a32dee5027854a5ff77cbfa6171659471201b31077ceeeec1fa9b7dfa&relay=29a7def6-e62b-45bb-a34c-04ab0201a80f&locale=en_US&flow_type=code&ctx_id=Adobe_Sign&dctx_id=adobe_document_cloud&idp_flow_type=login&s_p=google%2Cfacebook%2Capple&response_type=code&code_challenge_method=plain&redirect_uri=https%3A%2F%2Fgps.echosign.com%2Fpublic%2FadobeIDLogin%3Fserver%3Dna2.documents.adobe.com%26isAdobeSignAuth%3Dfalse%26port%3D443&use_ms_for_expiry=true#/)*, CC other stakeholders to be informed of routing.* | | | | | | | |
| **Talent Acquisition Professional:** | |  | | | | | |
| **Supervisor or**  **Hiring Authority:** | |  | | | | | |
| **Budget or (Sponsored Projects Accounting and Principal Investigator):** | |  | | | | | |
| **Vice Chancellor:** | |  | | | | | |
| **\*PRC Representative:** | | *PRC will evaluate all new positions funded through General or Auxiliary sources. Additionally, the PRC reserves the authority to examine any position that presents human resources or budgetary concerns.* | | | | | |

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| **Organizational Chart: Please paste your organizational chart below.** |

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| **Job Description: Please paste job description below.** |