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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 (POSN): |       |       |
| 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 POSN: |       |       |
| Next Line POSN: |       |       |
| [**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 to campus operations? If not, is the position vital to the strategic mission of UCCS? (Explain)

     * What are the implications to the university, if any, of filling the position later as opposed to now?

     * If the requested salary is greater than the budgeted salary, explain in detail how the position will be fully 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 Funds. 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.** |