

Adding a new regular FTE increases your department's headcount and establishes base budget for this position indefinitely. In addition to this form, new regular staff positions require the following completed and approved paperwork:

- Position Description
- Departmental Organization Chart
- Job Posting Request (Please note that regular positions must be posted for a minimum of 5 business days, per University policy.)

Position Requested			
Business Title			
Department ID		Department Name	
Standard Hours / Week		Annual Schedule	<input type="checkbox"/> 12 month <input type="checkbox"/> 11 month <input type="checkbox"/> 10 month <input type="checkbox"/> 9 month
Campus Location		FLSA	<input type="checkbox"/> Nonexempt / Hourly <input type="checkbox"/> Exempt / Monthly
Maximum Budgeted Amount		Supervisor Name	

Please check this box to post the position upon approval.

Additional Information

1. Please explain the business reason for adding this position. (Points to address include: Why is this position needed now? How does this position contribute to the University's mission and strategic goals? How will adding this position strengthen the work of the department? How have these duties been distributed in the past?)

2. How will you fund the cost of this additional FTE?

Approvals			
	Printed Name	Signature	Date
Supervisor / Hiring Manager:			
Major Area Budget Manager:			
Department Head:			
Dean / Chief Officer:			
Provost / Vice President:			
Office of Financial Planning:	Nicole Singer		
Chief Business Officer:	Nicolle Taylor		
Chief Financial Officer:	Greg Ramirez		
Chief Operating Officer:	Phil Phillips		