

# Extension Request to Fill Position (University Park Positions)

\*Obtain all Department signatures before submitting to Administrative Services for approval\*

Unit Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Working Title: \_\_\_\_\_ Number of positions: \_\_\_\_\_

Type of Request:  New Position OR  Replacement Position - Position formerly held by: \_\_\_\_\_

Employee Type:  Staff       Administrator       Student

Position Type:  No Term     Term     Wage       Fixed Term Multi-Year

➤ If FT1, the possibility of re-funding:  Good     Excellent

➤ If Reduced Schedule, positions range from 75% to 99% (FTE) annually (July through June), if expectancy of regular recurrence.  
• Number of Hours Per Week - \_\_\_\_\_ Days of the Week - \_\_\_\_\_

Background Checks:  Authorized Adult per Policy AD39     MVR Check     Credit Check     License Verification

Request for Flexible Work Arrangement:    100% Remote Work (occasional on-site)    Hybrid    Alternative Start & End Times

Recommended Salary Range: \$ \_\_\_\_\_ Maximum Hiring Amount: \$ \_\_\_\_\_

Home Budget \_\_\_\_\_ Fund \_\_\_\_\_

Pay Budget: Simba: 2120100090      Fund Name: College Clearing Account

Funding Verified:

Department Budget Distribution Simba IO: \_\_\_\_\_% \_\_\_\_\_ Project # \_\_\_\_\_

Department Budget Distribution Simba IO: \_\_\_\_\_% \_\_\_\_\_ Project # \_\_\_\_\_

## \*\*Signature Approvals\*\*

Supervisor

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Unit Leader

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Unit Leader

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Office of Administrative Services: \_\_\_\_\_ Date \_\_\_\_\_ Requisition Number \_\_\_\_\_

Dean's Office: \_\_\_\_\_ Date \_\_\_\_\_