

Penn State Extension—Request to Fill (RTF) Full Time Staff County & University Park

Please complete all fields including source of funding and budget information before obtaining signatures

<p>Position Title:</p> <p>Level(s): _____ Number of Positions: _____</p> <p>Working Title:</p> <p>Type of Positions:</p> <p style="padding-left: 20px;">New Position</p> <p style="padding-left: 20px;">Replacement Position -formerly held by</p>	<p>Appointment Information: *Required or will be returned</p> <p style="padding-left: 40px;">No Term (Standing)</p> <p style="padding-left: 40px;">Term</p> <p style="padding-left: 80px;">HR105 % FTE:</p> <p style="padding-left: 40px;"><i>If HR105 # of Hours/Week:</i></p> <p style="padding-left: 80px;"><i>Days/Week:</i></p>
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<p>Administrative Unit:</p> <p>Counties Served:</p> <p>Base of Operation Location:</p> <p>Address:</p> <p>Phone Number:</p>	<p>Background Check Information:</p> <p style="padding-left: 40px;">Authorized Adult per Policy AD39</p> <p style="padding-left: 40px;">Motor Vehicle Registration Check (MVR)</p> <p style="padding-left: 40px;">Credit Check</p> <p style="padding-left: 40px;">License Verification</p>
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Request for Flexible Work Arrangement (FWA):

If requesting multiple FWA's, a separate Flexible Work Arrangement should be submitted for each request

Source of Funding:

Funding Available for Salary & Benefits	Current Fringe Rate:
Job Advertising:	% +1%UC (of base salary)
Internal Career Services (Penn State Job Site) External Advertising	
<i>External Advertising Budget (CC/IO)</i>	

Pay Budget: 100% FTE Ag Clearing Account 2120100090 HR105 Direct Charge to:

Budget Information: **Provide detailed funding information for Extension Finance verification**

Cost Center:	Extension Project #	Amount:
Internal Order (IO):	Extension Project #	Amount:
Internal Order (IO):	Extension Project #	Amount:
Internal Order (IO):	Extension Project #	Amount:

Extension Finance Manager Signature:

***** Signature Approvals *****

Hiring Manager:

Unit Leader (ADP/BOM/COO/etc):

Extension Administration (Director/Associate Director):

After all required signatures above are obtained, please send the RTF with the following supporting documents to your Extension HR Consultant

Staff Position Description Form Job Posting Description Critical Business Need (3-5 sentences clear & concise)

Finance & Business Operations: