

STAFFING REQUEST FORM

Section 1 – Position Details - Completed by Hiring Manager/Requester
Section 2 - Fiscal Analysis - Completed by Hiring Manager/Requester with Fiscal Services
Section 3 – Link to College Objectives - Completed by Hiring Manager/Requester
Section 4 – Request and Review Signatures - Signed by Hiring Manager/Requester, Dean/Director (if applicable), Division VP / EVP
Section 5 – Approval Signatures – Signed by President, Controller, VP-HR

SECTION 1: POSITION DETAILS

Type of Position: ___ New ___ Replacement For (Name & K#) _____
Type of Assignment: Regular: ___ Interim: ___ 6mo. ___ 12mo. ___ 24mo.
Position Number: _____ Position Title: _____
Job Schedule: ___ 10mo. ___ 11mo. ___ 12mo. Percent: _____
Salary Table/ Range: _____ Supervisor/Manager: _____
Department (Org) Name: _____
Primary Funding Source (Budget Code): _____ % _____
Secondary Funding Source (Split Position): _____ % _____

SECTION 2: FISCAL ANALYSIS

Is position currently in budget: ___ Yes ___ No
What is the increase or decrease in costs for the position: _____
Will the increase in costs for the position be offset by any reduction in short term workers: ___ Yes ___ No
If yes, dollar amount: _____
Total increase or decrease in costs: _____

**Reductions in other areas of department budgets to offset increases in salaries should not be considered.*

Please describe the fiscal impact the requested position will have on the funding source(s):

SECTION 3: LINK TO COLLEGE OBJECTIVES

How does this position relate to student success or the successful operations of the college?

What are the implications of not having this position?

SECTION 4: REQUEST & REVIEW SIGNATURES

Supervisor Signature: _____ Date: _____

Dean/Director Signature (If applicable): _____ Date: _____

Division VP / EVP Signature: _____ Date: _____

SECTION 5: APPROVAL SIGNATURES

PC Approval (President): _____ Date: _____

Controller Approval: _____ Date: _____

VP HR Signature: _____ Date: _____

Once completed, this form is routed as follows: PC (President) signs → VP Business Services brings to Controller → Controller signs → Hard copy sent to HR → VP Business Services emails copy to cabinet.