**FTE Position Request Form**

**I. Position Information** (To be completed by the Hiring Manager)

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| **Request Date:** |  | **Requesting Manager** |  |
| **Functional Area** | **Choose** **One** | **FTE %** |  |
| **Job Title** |  | **Position Title** |  |
| **new or replacement opening** | **Choose** **One** | **Replacing Who** |  |

|  |  |
| --- | --- |
| **Target salary** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Fill Date** |  | **Position reports to** |  |
| **Employee category** | **Choose One** | **Grade Level** | **Choose One** |

|  |  |
| --- | --- |
| **Job Description** |  |
| **Business Justification** |  |

**II. Budget Information** (To be completed by Finance)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Is the salary budgeted** | | **Choose One** | | | | **Funding Source** | | | **Choose One** |
| **Cost Object** |  | | **GL Account** |  | | | **Amount** |  | |
| **If target is more than the budgeted amount, advise source for addtl salary** | | |  | | | **If replacement, what was the salary of the employee who is being replaced?** | | |  |
| **If unbudgeted, explain case and funding source** | | | | |  | | | | |

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| **Additional Comments** |  |

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| **Approval Process** | FTE Requester Assoc Director HR Consultant &FBC Finance Mgr  HR Director, HR Administration  Head of IS&T |