Saint Joseph's University
Human Resources
Position Requisition Form

I. Position Authorization (a. *Required for internal posting and b. Please send electronic Position Description*)

Position Title:_____Full Time _____ 10 month_____12 month_____
Part Time _____hours per week_____
Department:_____Hourly/Non-Exempt_____Salaried/Exempt_____
Please justify in detail the need for filling this position _____
_____
_____

II. Budget Information (*Position will not be posted unless there is adequate money in the proper budget line*)

a. Reason (*Must attach Position Description for either 1. or 2.)*

1. Vacancy (Termination ____ Retirement ____ Resignation _____ Other ____)
   Explanation: _____
   Name of Separated Employee:_____OR
2. New Position ____**(*Must be approved by the Board of Trustees*)**

b. Reporting (*Must attach Organization Chart*)

1. Who will this position report to? _____
2. List all employees this position will supervise: _____/ _____
   _____/ _____**(*Please attach additional sheet, if necessary*)**

c. Salary & Budget (*If there are any changes to the current fiscal year budget line, a Request for Budgetary Adjustment Form must accompany this request*)

1. Intended salary for the position$_____Annually $_____Hourly
2. Budget No._____SJU funds_____Explanation_____
_____External Funds_____Explanation_____

III. Signatures

Department Head or Chair
Print: _____ Date: _____ (Mandatory)
Signature: _____ Date: _____ (Mandatory)
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Print:_____ Date:_____ (Mandatory)
Signature: _____ Date: _____ (Mandatory)
Vice President
Print: _____ Date: _____ (Mandatory)
Signature: _____ Date: _____ (Mandatory)

IV. Budget & HR Approval Section (*This section must be completed before HR posts internally*)

Fund	Org	Account	Program	Posn #	Amount

Director of Budgeting Signature:_____Date_____
Payroll Manager or Director of Human Resources' Signature: _____ Date: _____