

# Request for New or Expanded Position

**This request is for:**

- New position**
  - part time: # of hours** \_\_\_\_\_
  - full time**
- More hours for a part time position**
- Upgrade of current position**
  - Current Grade to** \_\_\_\_\_ **suggested grade**

**Justification for request:**

**Anticipated cost:** Use the salary schedule for an approximate rate. Payroll costs will be determined based on the type of position, consequently, do not include line items for the payroll cost expenditures

**Anticipated Impacts on workload, processes, and/or other units:**

**Requesting Person** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title** \_\_\_\_\_ **Department** \_\_\_\_\_

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# Request for New or Expanded Position

## Approval Routing

Position \_\_\_\_\_ Requested By \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Comments: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

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\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Comments: \_\_\_\_\_

RP1 \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

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\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Comments: \_\_\_\_\_

RP2 \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

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\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Comments: \_\_\_\_\_

Budget Office \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_