

**1 - Transaction type. Check only one transaction type. All applicable sections must be completed.**

<input type="checkbox"/> Create a new position.	
<input type="checkbox"/> Fill a vacant position.	Prior Incumbent Name:
<input type="checkbox"/> Promotion	
<input type="checkbox"/> Reclassification ( <input type="checkbox"/> Vacant <input type="checkbox"/> Incumbent ). Name:	EMPLID:
<input type="checkbox"/> Reappointment / Reinstatement Name:	EMPLID:

**2 - Position Information.**

Department Name:		Department Code / ID:	
Department Contact:		Contact Phone:	
Position Title:		Job Code:	Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position #(s):	Rate / Range of Pay:		# Needed:

**3 - Human Resources/Budget Information.**

Budgeted: <input type="checkbox"/> Y <input type="checkbox"/> N		Type: <input type="checkbox"/> 9mo <input type="checkbox"/> 12mo		Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	
<b>Norman - Dept # OR HSC Account #</b>	<b>Norman - Department Name OR HSC- Fund</b>	<b>%FTE</b>	<b>Norman - Account code OR HSC - GL Account</b>		
<b>Fill in anticipated annual cost. Is the anticipated salary cost in excess of previously budgeted amount? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>					
Current position costs: Salary \$		+ Cost of fringe benefit \$		= Total compensation \$	
Anticipated position costs: Salary \$		+ Cost of fringe benefit \$		= Total compensation \$	

**4 - REQUIRED - Justification. Check all appropriate reasons.**

<input type="checkbox"/> Critical to public safety.	<input type="checkbox"/> Critical to life sustaining health services.
<input type="checkbox"/> Critical to protection of public property.	<input type="checkbox"/> Critical to continuation of agency services (university mission).
Justification of critical need(s) checked above and any increased salary . Required explanation of source for any increase in salary.	

**5 - REQUIRED Signatures.**

	Date	Phone number
Person responsible for hiring:		
Department head:		
Dean:		
VP/ Provost:		
President:		