



PERSONNEL TRANSACTION REQUEST FORM - PTR# _____

A. GENERAL INFORMATION

Department: _____ Division: _____

Fund Source: 0000 1162 1172 (Ledger #4) 1172 (Ledger #5/6) 6005

FRS Acct # and %: _____ % _____ % _____ % _____ % _____ %

Position Title: _____ FTE % _____

New Position Existing Position Vacancy Position Control #: _____

Current Incumbent/Position Title/Salary: _____

Salary Range: _____ Salary Group: _____ Target Start Date: _____ End Date _____

(Non-Bargaining Unit Positions)

(If Applicable)

B. TYPE OF REQUEST

1. Hires

2. Changes

- a) Regular Position
- b) Student Payroll
- c) Special Payroll (UHP & Mgmt/Confidential)
- d) Temporary/Durational (Classified)
Start Date _____ End Date _____
- e) Re-Employed Retiree*
- f) Dual Employment
- g) Other: _____

- a) Reclassification
- b) Temporary Service in Higher Class
- c) Salary Increase
- c) FTE % Change
From _____ % to _____ %
- e) Comp Time Payout
- f) Special/Student Payroll Continuation
- g) Temporary/Durational Extension
- h) Dual Employment Extension
- i) Re-Employed Retiree Continuation*

***Rehire justification must be attached**

C. JUSTIFICATION – Please provide justification for the request.

D. REQUIRED SIGNATURES

Requestor	_____	Date	_____
Budget Dept.	_____	Date	_____
Department Head (AVP or Higher)	_____	Date	_____
<input type="checkbox"/> Budgeted <input type="checkbox"/> Not Budgeted			
SOM/SODM Finance	_____	Date	_____
PTR Committee	_____		
Department Chair (Faculty Position)	_____	Date	_____
VP/Dean	_____	Date	_____

E. JOB POSTING – The following information is required to post a position.

Organizational Chart Attached

Internal Job Duties/Description Attached
Include any special requirements

Standard Hours: (check one) ___ **Classified Full-Time** (35 or 37.5 or 40 Hours/Week) ___ **Unclassified Full-Time** (40 Hours/Week)

Length of unpaid meal break: ___ **30 Minutes** (Required Minimum) ___ **60 Minutes** ___ **Other** (Specify): ___ Minutes

Work Schedule:

- 7:30 am - 4:00pm
- 8:00am – 4:30pm
- 8:30am – 5:00pm
- 9:00am – 5:30pm

OTHER:
(e.g. 12 Hr. Shift, Holiday Coverage)

Where Posted: (check one) ___ **Internal only** ___ **Internal & External**

Duration of Posting: (check one) ___ **1 Week** (or contractual minimum) ___ **Standard 2 Week** ___ **Open Until Filled**

UHP Referral Bonus Amount: _____

Advertising: (check as many as apply and specify source)

- Newspaper: _____
- Internet: _____
- Bulletin Boards: _____
- Direct Mail: _____

- Professional Journal: _____
- Academic Institution: _____
- National Meeting: _____
- Conference: _____

F. SCREENING AND INTERVIEWERS

Send Applications to: Name _____ Phone: _____

Email: _____ Room #: _____ MC#: _____

Screening Process: (check one) ___ **Individual(s)** ___ **Search Committee** (Attach sheet if necessary)

Name	Title	Phone Number

For HR Use Only

Affirmative Action Agencies: _____ State Certification List System: _____

Other Affirmative Action Effort: _____

Other recruitment plans (i.e. Job fairs): _____

Direct Report Name/Title: _____

Time Approver Name: _____ **Alternate Time Approver Name:** _____

Unit #: _____

Work Phone: _____

Check Distribution Code: _____

Mail Code: _____

Time Keeping Code: _____

Building: _____ Floor: _____ Room: _____

G. MANDATORY EDUCATION REQUIREMENTS

- 1. Will this position have access to PHI? (Protected Health Information) ___ Yes ___ No
 PHI is defined as health information including demographic and financial information collected from a patient or human subject that is created or received by UCHC and relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care, to an individual; or the past, present, or future payment for the provision of health care, to an individual which identifies the individual or causes reasonable belief that such information can be used to identify the patient.
- 2. Will this position be involved, in any way, with the conduct or administration of research involving human subjects? ___ Yes ___ No
- 3. Will this position have IT functions? (Specifically issues computer passwords, or has access to computer passwords?) ___ Yes ___ No
- 4. Will this position function in supervisory, managerial, and/or lead responsibilities, including faculty? ___ Yes ___ No
- 5. Will this position have potential exposure to human blood, body fluids, or infectious materials? ___ Yes ___ No
- 6. Will this position be involved in laboratory work (potential exposure to hazardous chemicals)? ___ Yes ___ No
- 7. Will this position have potential contact with respiratory isolation? ___ Yes ___ No
- 8. Will this position require CPR Certification? ___ Yes ___ No
- 9. Will this position require use of IDX? ___ Yes ___ No
- 10. Will this position require access to LCR (Lifetime Clinical Record)? ___ Yes ___ No
- 11. Will this position require UMG Orientation? ___ Yes ___ No

HR Use Only

HP _____

RH _____

HS _____

SH _____

BP _____

LB _____

RI _____

CR _____

IX _____

LR _____

UM _____

For **JDH** staff, insert hospital Mandatory Education Code if available (for questions please contact Staff & Patient Education Department)

ATTENTION:

NOTE: To expedite this process, attach applicable documentation – e.g. Assignment Authorization, Dual Employment Request, Budget Modification/Transfer, Reclassification Memo, etc.

- All Academic Appointments (Faculty, Post Doc’s, Residents, & Grad Assistants) must be offered with the approval of the Human Resources Department.
- Only Human Resources can make all other employment offers.
- HR will only make employment offers after the Department completes the Candidate Disposition and Selection Form.
- Faculty appointments less than 90% clinical require the completion of the Provost Approval Form