



**A. POSITION REQUEST**

Check one:  Refill Existing Position  Change Existing Position  NEW Position Request

**Assigned Organization:**

Division \_\_\_\_\_ Department \_\_\_\_\_ SubDept \_\_\_\_\_

**Funding Source:**

	Index	Fund	Orgn	Prog	Actv	%
1						
2						
3						

	Index	Fund	Orgn	Prog	Actv	%
4						
5						
6						

Existing Position # \_\_\_\_\_ Title \_\_\_\_\_ FTE \_\_\_\_\_

Current/Previous Incumbent Name \_\_\_\_\_ Salary \_\_\_\_\_

New Position Title \_\_\_\_\_ FTE \_\_\_\_\_

Salary Range \_\_\_\_\_ Salary Group \_\_\_\_\_ Target Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**B. REQUEST DETAIL**

**1. Hires**

- a) Regular Position
- b) Student Payroll
- c) Special Payroll (UHP & Mgmt/Confidential)
- d) Temporary/Durational (Classified)
- e) Re-Employed Retiree (attach justification)
- f) Dual Employment (attach dual form)
- g) Other: \_\_\_\_\_

**2. Changes**

- a) Reclassification
- b) Temporary Service in Higher Class
- c) Salary Increase
- d) FTE % Change from \_\_\_% to \_\_\_%
- e) Special/Student\*/Dual Payroll Continuation
- f) Temporary/Durational Continuation
- g) Re-Employed Retiree Continuation

\*Attach Student verification

**C. JUSTIFICATION** – Please provide justification for the request.

**D. REQUIRED APPROVALS**

***For Budget Department Use Only***

Budgeted  Not Budgeted

Budgeted Amount: \$ \_\_\_\_\_ FTE: \_\_\_\_\_

Approved by (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Requestor Name ( Print)

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Dept. Chair or Dept. Head (AVP or Higher)

\_\_\_\_\_  
UMG/SOM/SODM Finance

**PERSONNEL TRANSACTION REQUEST FORM**

PTR # \_\_\_\_\_ PCN # \_\_\_\_\_

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

Organizational Chart Attached

Internal Job Duties/Description Attached

**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:** \_\_\_\_\_

**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

- 9:30am - 6:00pm
- 10:00am - 6:30pm
- 10:30am - 7:00pm
- 11:00am - 7:30pm

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

\_\_\_\_\_

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

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

**Salary Range:** \_\_\_\_\_ **Target Start Date:** \_\_\_\_\_ **Target End Date:** \_\_\_\_\_  
(Non-Bargaining Unit Positions) (If Applicable)

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

- Newspaper: \_\_\_\_\_
- Internet: \_\_\_\_\_
- Bulletin Boards: \_\_\_\_\_
- Direct Mail: \_\_\_\_\_

- Professional Journal: \_\_\_\_\_
- Academic Institution: \_\_\_\_\_
- National Meeting: \_\_\_\_\_
- Conference: \_\_\_\_\_

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

**For HR Use Only**

Affirmative Action Agencies: \_\_\_\_\_ State Certification List System: \_\_\_\_\_

Other Affirmative Action Effort: \_\_\_\_\_

Search unsolicited applications: \_\_\_\_\_

Other recruitment plans (i.e. Job fairs): \_\_\_\_\_

**PERSONNEL TRANSACTION REQUEST FORM**

PTR # \_\_\_\_\_ PCN # \_\_\_\_\_

**F. 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)

**G. 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

**ATTENTION:**

- 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.