

# ADMINISTRATIVE\PROFESSIONAL STAFF REQUISITION

UNLV

Position Number:
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Department:	Contact Person:	Phone Number:	Mail Code:
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Geographic Location of Position:
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**REQUESTED ACTION:**

- Establish a new position and recruit. Attach a completed position description questionnaire and org chart.
- Review range of restructured position. Attach a revised position description questionnaire and org chart.
- Review for salary adjustment. Attach position description questionnaire, org chart and letter of explanation.
- Begin recruitment for existing position. Confirm position description questionnaire on file with Human Resource Dept.
- Other: \_\_\_\_\_.

**CURRENT POSITION INFORMATION:** (Complete for existing position)

Working Title:	Employee Name:	FTE:	Job Class:	Range:
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**DEPARTMENT RECOMMENDATIONS:**

Working Title:	Account Numbers(s):	FTE:	Recommended Annual Salary:	Range:
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Anticipated date that **new or vacant position** will be filled: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**AUTHORIZATION TO REVIEW:**

Chair/Supervisor: _____	____/____/____	Recommended Annual Salary
Dean/Director: _____	____/____/____	\$ _____
President/Vice President: (Or Designated Representative)	____/____/____	\$ _____
Budget Officer:	<b>Human Resources will obtain Budget authorization, submission of this form to Budget is not necessary.</b>	

**HUMAN RESOURCE DEPARTMENT AUTHORIZATION:**

_____ Job Class	_____ Range	\$ _____ Base Salary	____/____/____ <b>Effective Date</b>	_____ Reviewer	____/____/____ Date
Comments: _____					
VP Notification : ____/____/____ Compensation Database Entry : ____/____/____					

**FINAL BUDGET AUTHORIZATION:**

Budget Officer: _____	____/____/____	<input type="checkbox"/> Email Approval
Comments: _____		

