

# REQUEST FOR ADDITIONAL STAFFING

**Requested By:**

**For**

Name: \_\_\_\_\_

Budget Year: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

**Title of New Position:**

**Requested Start Date:** \_\_\_\_\_

**Full Time Equivalent (FTE) Allocation:** \_\_\_\_\_ (i.e. 1.0, 0.75, 0.50)

<b>Expected Annual Base Pay @ FTE Allocation:</b>	\$
<b>Expected Benefits (36.5% of Annual Base Pay):</b>	\$
<b>Expected Total Cost of Base Pay &amp; Benefits:</b>	\$

**Banner Account Number to be Charged:**

**Additional line if charge to be split:**

Fund	Organization	Acct #	Program	%

This/These account number(s) should be the same account number(s) on the Payroll Authorization if position is approved.

**On-going or Transitional Position:**

(Transitional is approved for 2 years or less)

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**Physical Location of Requested Position:**

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**Is the required office space currently available?**

If not, please supply details for providing space for the new position.

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**Is external funding or new revenue a possibility due to the additional staff? If so, please estimate the dollar amount.**

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**Please describe any other indirect benefits to the College as a result of creating the new position.**

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**Describe why the job tasks/functions to be handled could not have been handled by an existing staff person and/or through reallocation of work flow or through staffing efficiencies.**

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**DIVISION HEAD APPROVAL:**

APPROVED: \_\_\_\_\_  
Division Head (signature)

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

\_\_\_\_\_  
Division Head (printed name)

**FOR REVIEW OF REQUIRED INFORMATION:**

**HUMAN RESOURCES**

\_\_\_\_\_  
Leslie F. Muhlfelder, Vice President for Human Resources  
and General Counsel

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

**BUSINESS AFFAIRS**

\_\_\_\_\_  
Mitchell L. Wein, Vice President for Business Affairs  
and Treasurer

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

**PRESIDENT APPROVAL:**

APPROVED: \_\_\_\_\_  
Daniel H. Weiss, President

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