

Requisition Overview

Log No (HR only) _____

Submission Date _____
 Submitted By _____
 Dept. Name _____

HR Dept. # _____ Payroll Unit # _____
 Type of Employment Change _____
 PeopleSoft Position # (HR only) _____

Job Information

Current Job Information (if applicable)

New Job Information

Employee _____
 Title _____
 Appropriate Administrator _____
 Job Code _____ Benefits Eligible _____
 Schedule _____ Pay Plan _____
 Salary (\$) _____ Time Base (%) _____
 Effective Date _____ End Date _____
 Account Number to Charge PAF Related Actions to: 660957- _____

Empl ID _____ Empl Record # _____
 Title _____
 Appropriate Administrator _____
 Job Code _____ Benefits Eligible _____
 Schedule _____ Pay Plan _____
 Salary (\$) _____ Time Base (%) _____
 Effective Date _____ End Date _____
 Background Check Required _____ Pre-Placement Physical Required _____

Distribution of Labor Cost

Grant Funded Yes No

Identify funds from which position is to be paid.

Fund	Finance Dept. ID	Project/Grant	% Applied

Fund	Finance Dept. ID	Project/Grant	% Applied

Budget Office Use Only

Department Pool Position Appointment JED

Comments _____ Entered in PS _____

Budget Impact

Salary Change (%) _____
 Fiscal Impact (\$) _____

Unit Approval

 Appropriate Administrator (Route for Unit Signatures) Date
 Yes, "Position Description" is attached

 Dept Reviewer/Principal Investigator (Email to AVP/Dean/Director) Date

 AVP/Dean/Director (Email to Vice President/Provost/President) Date

 Vice President/Provost/President (Email to hrreq@sonoma.edu) Date

Human Resources Approval

 Human Resources Approver/Director (Email to Budget) Date

Budget Approval

 Budget Approver/Director Date

 Chief Financial Officer Date

Recruiter Initials Budget Initials

Justification REQUIRED

Please explain basis for request here...