

EMPLOYEE INFORMATION					
Employee Name			Classification		
Unit/Department			Division		
CSUEU (Units 2, 5, 7, 9)	APC (Unit 4)	Teamsters (Unit 6)	SUPA (Unit 8)	Confidential	
Requested By Employee Manager		Requestor Name		Date Requested	

JUSTIFICATION FOR REQUEST: <i>*Attach position description in Word format and organization chart</i>
<div>AMPLE</div>

FUNDING CONFIRMATION: <i>Funding for approved requests must come from the employee's primary department.</i>	
Funding Source:	

APPROVED FOR REVIEW		
By approving for review, the Dean/Director/Administrator confirms that there is sufficient budget to support the requested salary. If the request and HR recommendation differ, it is the responsibility of the department to obtain re-approval or communicate revision per PAT Member's expectations.		
Dean/Director/Administrator	Date	Comments
PAT Reviewer (optional)	Date	Comments
PAT Member	Date	Comments

RECEIVED BY HUMAN RESOURCES	
HR Analyst	Date