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|  | ACADEMIC AFFAIRS Personnel or Pay Increase Request Justification |

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| ***DATE:*** Click or tap to enter a date.  ***UNIT:***  Choose an item.  ***SUBMITTER NAME:*** Click or tap here to enter text.  ***LEAD BUDGET ANALYST:*** Click or tap here to enter text. ***INITIALS:***  **RECLASSIFICATION (include new PD)  IRP (Include HR IRP form)  Bonus (Include HR Bonus form)**  **EMPLOYEE NAME** Click or tap here to enter text.  **PERSONNEL REQUISITION (Include HR Personnel Req, Position Description, and Organization Chart)** |

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| ***Funding Source:*** Choose an item. ***POSITION LINES WITH BASE FUNDS NEED TO BE FULLY FUNDED***  ***Budgetary Impact:*** Choose an item. |

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| ***Personnel Requisitions only:***  ***Classification Title:*** Click or tap here to enter text.  ***Working Title***: Click or tap here to enter text.  ***New or Replacement:*** Choose an item.  *Position number, if replacement*: Click or tap here to enter text.  ***Internal or External Hire:*** Choose an item.  ***Position Type:*** Choose an item.  *Long Term Temporary: Expiring on/before*:  ***DATE:*** Click or tap to enter a date.  *Emergency Hire: Expiring on/before*: ***DATE:*** Click or tap to enter a date. OR (CHECK BOX) 180 days |

**Approved for HR Review:**

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| ***Requesting Administrator:*** Click or tap here to enter text. | ***Signature:*** |
| ***Requesting Administrator One-up Manager:***  Click or tap here to enter text. | ***Signature:*** |
| ***Vice Provost when required:*** Click or tap here to enter text. | ***Signature:*** |
| ***FOR RECLASS ONLY - Provost:*** | ***Signature:*** |
| ***Justification:*** Click or tap here to enter text. | |

Provost VPAA/Resource Operations\_rev02/16/2021