|  |  |
| --- | --- |
|  | ACADEMIC AFFAIRSPersonnel or Pay Increase Request Justification |

|  |
| --- |
| ***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)** |

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

|  |
| --- |
| ***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:**

|  |  |
| --- | --- |
| ***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