



Department:

Home Org #:

Contact Person:

Ph:

Email:

New Position

Time Entry Method:

Web Time Entry

Department Time

Manual (Paper)

Timesheet Org #:

Timesheet Approver POSN#:

Approver Name:

Budget Access Org #: _____

Index / Account Code: _____ / _____

(Check if applicable)

Position Duration is Dependent Upon External Funding (Soft Funded)

(clear selection)

(Choose one from each column)

12 Month

Faculty

Regular

Full Time

9/10/11 Month

Post Doc

Temporary

Part Time

Fixed Term

If part time, _____ hrs/wk

Rank / Title:

Will the work location be in Michigan?

Yes

No

If "No" where will the work take place? City / State / Country: _____ / _____ / _____

Complete next page of form prior to routing for signatures.

If hire is known at the time of form submission, fill out these details

Name of Hire:

M#:

Employment Start Date:

End Date:

Summary of Duties:

Approval Signatures Needed

Division /

Dept Chair:

Dean:

Provost:

Additional Signatures Needed

Sponsored Programs Accounting:

Graduate School



Justification (how does this position fit with the unit's specific needs, goals, plans?)

Position Summary (similar to the "Job Description Summary" in the job posting from HR)

Expected 6-digit CIP code of hire:

Expected Salary:

Note: negotiations above 3% of stated anticipated salary will require provost approval.

Salary Benchmarks (briefly list sources used to determine expected salary)