

UTSA POSITION REQUEST FORM

Instructions: This form is required for certain staff position requests; see request types below. It is not required for faculty positions, student positions, 100% grant funded positions, temp agency hires, or additional duties/supplemental pay requests. Refer to the [Position Request Form Approval Matrix](#) for the specific approval and processing instructions. Complete all necessary fields and provide as much detail to avoid processing delays. Please consult with your HR Business Partner if you have questions.

REQUESTOR INFORMATION

REQUESTOR: DATE OF REQUEST: DEPARTMENT ID:

DEPARTMENT: COLLEGE/VP AREA:

REQUEST DETAILS - MORE THAN ONE REQUEST TYPE BOX MAY BE SELECTED IF NEEDED

REQUEST TYPE: ☐ CREATE NEW POSITION ☐ FILL VACANT POSITION ☐ RECLASSIFICATION ☐ COMPENSATION/EQUITY ADJUSTMENT

PROPOSED EFFECTIVE DATE: (*effective date may be impacted by Payroll/PE deadlines*)

PROVIDE DETAILED RATIONALE/JUSTIFICATION:

POSITION FUNDING - MORE THAN ONE FUNDING TYPE BOX MAY BE SELECTED IF NEEDED

FUNDING TYPE: ☐ AUXILIARY ☐ DESIGNATED TUITION ☐ E&G ☐ GIFTS ☐ MANDATORY FEE ☐ NON-MANDATORY FEE ☐ OTHER

IF FUNDING TYPE IS OTHER, EXPLAIN:

HOW WAS FUNDING MADE AVAILABLE FOR POSITION? IF REALLOCATION OF VACANT POSITION FUNDS, PROVIDE POSITION ID:

BUDGET TYPE: POSITION TYPE: HOURS PER WEEK:

COST CENTER/PROJECT ID (IF MORE THAN ONE COST CENTER IS BEING USED, LIST PERCENTAGE OF EACH):

POSITION DETAILS - NOT ALL SECTIONS MUST BE FILLED OUT. PUT N/A IF NOT APPLICABLE OR TBD IF NOT YET DETERMINED

Complete this section for ALL REQUESTS, this includes CREATE NEW POSITION REQUESTS, with ALL CURRENT INFORMATION

NAME/INCUMBENT: POSITION TITLE:

POSITION ID: JOB CODE: SALARY:

REPORTS TO TITLE: REPORTS TO POSITION ID:

Complete this section ONLY for RECLASSIFICATION or COMPENSATION/EQUITY ADJUSTMENT REQUESTS

PROPOSED POSITION TITLE:

PROPOSED JOB CODE: PROPOSED SALARY:

WHAT ARE THE POSITION DUTIES, AND HOW HAVE THESE DUTIES BEEN COMPLETED PRIOR TO THIS POINT?

Complete this section ONLY for FILL VACANT POSITION REQUESTS

LAST DAY IN POSITION: EXPECTED TARGET SALARY MAX FOR NEW HIRE:

REQUIRED APPROVALS - NOT ALL SIGNATURES MAY BE REQUIRED. REFER TO THE POSITION REQUEST FORM APPROVAL MATRIX

Department Manager:

Name	Signature	Date
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Financial Lead:

Name	Signature	Date
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AVP/Dean/Vice Provost:

Name	Signature	Date
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Vice President/Provost:

Name	Signature	Date
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