

- Replacement
- New Position

# GVRRA StaffingRequest

- Internal Posting
- External Posting

<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Hourly	<input type="checkbox"/> Temp Agency	<input type="checkbox"/> Independent Contactor	<input type="checkbox"/> Intern
Position Reallocation					
Current			New		
Position Title:			Position Title:		
Job Code	Pay Grade:		Job Code	Pay Grade:	
Dept ID:	Mail Drop:		Dept ID:	Mail Drop:	
Zip Code:	County Code:		Zip Code:	County Code:	
Supervisor Name & Position #:			Supervisor Name & Position #:		
Program/Unit/Location/Dept ID#					
Position Title:					
PeopleSoft Job Code:		Pay Grade:		# of Hires Requested:	
Position Number(s):					
Reports To Name & Position #				Phone #	
Dept Manager Name :					
Estimated Start Date:					
Budget Approval					
Annual Salary*: (Mid-point)		X Benefits (.60064)		Total=	
<b>Fund Source:</b>	<b>% State Funds:</b>		<b>% Federal or Other Funds:</b>		
Cost of total current Vacant Positions for the Program: <i>(total salary x number of hires requested)</i>					
Funding Verified by:				Date:	

Approval			
Submitted by:		Date:	
Div Dir./Dept Head /Sr. Leadership:		Date:	
Program Director:		Date:	
Comments:			

FOR HR USE ONLY			
Priority Level:	<input type="checkbox"/> High (14-21 days)	<input type="checkbox"/> Medium (30-45 days)	<input type="checkbox"/> Low (45-90 days)
Date Received :	Assigned To:	Date Posted:	

\*\*Detailed Justification Statement and Preferred Qualifications MUST be attached to this form\*\*