



JUSTIFICATION TO OPEN A PERSONNEL REQUISITION

Personnel Requisition No. _____

School/Division/Department Name _____ **Home Dept. No.** _____

Hiring Manager Name _____

Job Title _____ **Job Code:** _____ **% of Time** _____

Internal Job Title _____ **Annualized Hiring Range \$** _____

Budgeted Annual Pay \$ _____ **Account No.** _____

Does position add to the headcount? Yes No **Were funds approved for position thru BDS?** Yes No
Are funds reallocated from vacant position? Yes No

JUSTIFICATION FOR NEW/EXISTING POSITION:

Attach this form and organization chart to Supplemental Documentation section in PeopleAdmin.

SUPERVISOR AND SUPERVISOR'S SUPERVISOR SIGNATURE/SUPPORT:

Supervisor: _____ **Title:** _____ **Date:** _____

Supervisor's Supervisor: _____ **Title:** _____ **Date:** _____

SCHOOL/DIVISION REVIEW & RECOMMENDATION:(See Staffing & Classification Procedures for appropriate signature):

Signature _____ **Title:** _____ **Date:** _____