

**NORWICH UNIVERSITY**  
**HUMAN RESOURCES / PAYROLL      STAFF POSITION / PERSONNEL REQUISITION**

**REQUEST TO OPEN POSITION FOR HIRING**

Each section must be completed before any action to open the position will be taken. Please call Human Resources for assistance.

**DEPARTMENT:** \_\_\_\_\_

**BUDGET # CHARGED:** \_\_\_\_\_

**POSITION NUMBER** \_\_\_\_\_

**TYPE OF POSITION:** (Check one in each column)

Current	Exempt	Regular	Full Time
New	Non-Exempt	Temporary	Part Time

**TITLE:** \_\_\_\_\_

**FTE:** \_\_\_\_\_

**IF CURRENT POSITION :** replacement for \_\_\_\_\_

If a new regular position, has an additional position request form been approved by the Cabinet \_\_\_Yes \_\_\_No

If yes, Date Approved: \_\_\_\_\_

Position Begin Date: \_\_\_\_\_

Approved budget amount: \$ \_\_\_\_\_

Skill Code \_\_\_\_\_

Fringe amount: \$ \_\_\_\_\_

Job Level \_\_\_\_\_

Source of funding: budget # \_\_\_\_\_

Soft Money \_\_\_ Yes \_\_\_ No

**PRIMARY CAMPUS WORK LOCATION:**

\_\_\_ NORTHFIELD

\_\_\_ OFF CAMPUS

Requested By: \_\_\_\_\_

**APPROVED** \_\_\_\_\_

For the Department (Date)

**APPROVED** \_\_\_\_\_

Cabinet Member (Date)

\_\_\_\_\_  
 Director of Human Resources (Date)