

Campus Position Hiring Request Form

General Position Control Questions

Please respond to each question, as applicable. The supplemental questions are required when the requesting unit has a yellow or red financial scorecard status.

Position Details

- Existing position number
- Date position vacated
- Most recent Worker in the position, and years of service (in that position)
- Incumbent Worker's salary

College/Support Unit Responses: Please indicate what sheet in Adaptive the position can be found and start date:

- Adaptive Sheet, with Position Budget:

- Adaptive Start Date (current fiscal year):

Please confirm the financial impact and funding sources for the position, to be hired:

- Current Fiscal Year Annualized Salary & Benefit:

- Next Fiscal Year Annualized Salary & Benefit:
- Please provide the funding source for this position:

- Enter the unit's forecasted operating margin (after transfers) for the **current** fiscal year in the funding source that will support this position. **If the position is split costed across fund types, please provide All Funds Net Margin.**
- Enter the unit's projected operating margin (after transfers) for the **next** fiscal year in the funding source that will support this position. **If the position is split costed across fund types, please provide All Funds Net Margin.**

If the funding source for this position is General Unrestricted, you can skip the next two questions.

- Enter the unit's General Unrestricted forecasted operating margin (after transfers) for the current fiscal year in General Unrestricted funds.

- Enter the unit's projected General Unrestricted operating margin (after transfers) for the **next** fiscal year.

Supplemental Questions: Required for units with Yellow or Red Financial Scorecard Metrics

- Please provide the Workday ORG chart of the position being hired, including direct manager, and any direct reports. Screenshots from Workday are sufficient. Check to acknowledge attachment
- Please indicate how many similar positions you have distributed across your unit.
- What alternatives to hiring this position have been explored (e.g., can it be absorbed by a current employee? Or, shared by another unit?)
- What are the risks of not filling this position?
- Will the position drive incremental revenue? If so, how, and by how much?
- Is there any additional information to consider prior to determining approval of this position?

