

Job Requisition

Date of Request _____

<p><u>TO BE COMPLETED BY HUMAN RESOURCES</u></p> <p>Job Posting Number _____ FY _____</p> <p>Location:</p> <p>Alpharetta <input type="checkbox"/> Dunwoody <input type="checkbox"/> PC Online <input type="checkbox"/> Clarkston <input type="checkbox"/> Lakeside <input type="checkbox"/> Decatur <input type="checkbox"/> Newton <input type="checkbox"/></p> <p>Type of Opening: New Position <input type="checkbox"/> Reclassification <input type="checkbox"/> New/ Reclassification Justification _____</p> <p>Vacancy <input type="checkbox"/> Transfer of Position/Location <input type="checkbox"/> If vacancy, person being replaced _____ Recommended date of employment _____</p> <p>Funding Type: General Funds <input type="checkbox"/> Other <input type="checkbox"/> Sponsored <input type="checkbox"/> If other, specify _____</p>	<p><u>Department & Position Information</u></p> <p>Department Name _____ Department ID _____ Position Title _____ Job Code _____</p> <p>Type of Employment: Regular <input type="checkbox"/> Temporary/Limited Term <input type="checkbox"/> PTI Overload <input type="checkbox"/> Total Credit Hours for Overload _____</p> <p>If Temporary/Limited Term**, From _____ Until _____ **Limited Term Approved one semester at a time **Max 4 academic year semesters Semester _____ of 4</p> <p>Salary Grade & Range: Salary Grade _____ Salary Range _____</p>
<p><u>TO BE COMPLETED BY FINANCE OFFICE</u></p> <p>Funds for this position: Are available <input type="checkbox"/> Are not available <input type="checkbox"/></p> <p>Amount Budgeted Budget Position Number ADP Position Number \$ _____ _____ _____</p>	
<p style="text-align: center;">Requested by (Budget Manager) Approved (PC Finance) Approved (Associate Dean)</p> <p>_____ Signature Date Signature Date Signature Date</p>	
<p><u>RECOMMENDATION BY ASSISTANT DEAN OF ACADEMIC AFFAIRS</u></p> <p>Comments: _____</p>	
<p>Approved Denied</p>	
<p>Assistant Dean of Academic Affairs _____ Date _____</p>	

CC: Business Manager