

Position Action Request Form

Note: For this form to work properly, you must "Save As" to your computer, and then open the saved copy with an Adobe product (e.g., Adobe Reader or Acrobat). You will then be able to complete the required sections of the form and submit it for approval.

This is the first step in the process for changes to benefit eligible staff and faculty positions** such as: filling a vacant or new position, search waiver, emergency hire, implementing an off-cycle pay change, and/or a promotion/demotion/transfer of an employee. This request must be reviewed for approval by the divisional leadership before additional steps can be taken or offers can be made.

The steps of the process and approvals are noted in the final page of the document. After all approvals/reviews are complete, Human Resources will communicate to the department requestor confirming that the form has been received with all appropriate approvals, and next steps that need to be taken.

Note: 1) A [Teaching Supplemental Information](#) or a [Non-Teaching Supplemental Information](#) form must be submitted with all requests. 2) A resume must be submitted with all requests related to an off-cycle pay change, search waiver, or emergency hire.



Note: The action requestor should be carbon copied (cc) in all e-mails throughout each step of the approval chain.

Description of Request

Description of Request		Requestor:	Ext:	Date:
Type of Request:	Search	Proposed Start or Effective Date: _____		
	New Position	Org #: _____		
	Replacement Position, vacated by:	Department Name:		
	Non Search	Supervisor WSU ID:		
	Emergency Hire (Policy 3.21)	Supervisor Name:		
	Search Waiver (Policy 3.29)	Timekeeping		
	Off-Cycle Pay Change	Approver WSU ID:		
	Workforce Transition (Promotion/Demotion/Transfer)	Timekeeping		
		Approver Name:		

Candidate/Employee Information (complete if known, not applicable for search)

Name:	WSUID:	External Email:
Visa Status:		
Visa Status Requirement: If an individual is in the process of obtaining a Visa to work in the position, the department and HR must coordinate to ensure the appropriate steps are taken prior to completing the offer or hire process.		

Position Information:

Non-Teaching Job Code:	Non-Teaching Job Code Title:
Position Designation:	Designation:
Working Title:	Length of Appointment:
Position #: _____ FTE: _____	Fund, Org and percent: _____
Fund, Org and percent (if split): _____	Fund, Org and percent (if split): _____
Additional Funding Comment (example, Stipend): _____ E Class: _____	
If Grant funded position, Research Payroll approval is required. Has approval been received (if applicable)?	
Salary/Hourly Pay Rate:	Shift Schedule:
Export Compliance Validation Requirement:	
For information to determine if validation is needed for this position requiring a US Person or US Citizen, click here: Export Compliance Information	

Justification Information:

Business need for requested working title:

Business need for Emergency Hire or Search Waiver:

Criticality of Position (select most accurate option and justify; Divisional Officer to confirm selection):

Faculty Criticality (include drop-down with reason and points)

Staff Criticality (include drop-down with reason and points)

Justification (please structure your narratives within the text boxes; additional pages may be attached if necessary):

Explain the justification for this request. For teaching, provide historical and projected data on student credit hours generated. For non-teaching, provide historical data on workload (client appointment counts, number of students processed, etc.).

Additional information for this request, include how any position salary change or new position will be funded:

I support this request based on my determination that resources are being fully and appropriately utilized in this unit including discussion with the Chair/Director and review of current workloads of faculty/staff in this unit. This form is fillable with digital signature capabilities through Adobe Acrobat and should be submitted electronically for approval signatures.

Requestor
Date
Next: submit this form and attach Teaching/Non-Teaching Supplemental Information Form for PeopleAdmin to HR Compensation for review (marketbasedcomp@wichita.edu).

HR Compensation (reviewed)
Date
Next: send this form and all supporting documentation to the Budget Office for review; cc: the requestor for status update.

University Budget Office
Date
Next: send this form and all supporting documentation to the department's Budget Officer for approval; cc: the requestor for status update.

Budget Officer
Date
Next: send this form and all supporting documentation to the department's Budget Review Officer for approval; cc: the requestor for status update.

Budget Review Officer
Date
Vice President (if applicable)
Date
Next: send this form and all supporting documentation to the Divisional Officer for approval; cc: the requestor for status update.

Divisional Officer
Date
(President, Executive V.P. & Provost, or V.P. of Finance & Administration)
Next: once all approvals are complete, send this form and all supporting documentation to HR Talent Acquisition (employment@wichita.edu).

Budget Impact (to be completed by the University Budget Office):		Funds are available	Additional funds are required
University Budget Office Initials:			
Human Resources Review (to be completed by Human Resources):			
HR Compensation Initials:	Exempt (salaried)	Non-Exempt (hourly)	
Position # (if new): _____	Pay Range: \$ _____		
Title: _____	PClass/Job Code: _____	Working Title Approved:	Yes No
HR Notes (to be completed, as needed):			
HR Operations (confirmation of data entry labor percentages):			
Posn #:	Fund:	Org:	Account: Amount: Labor %:
Budget Notes (to be completed, as needed):			
Divisional Officer Notes (to be completed, as needed):			