

# PRE-APPROVAL POSITION REQUEST FORM

Approval must be obtained **prior** to recruitment. If answers to below questions confirm essential worker, complete all fields and submit to your department leaders up to the most senior level (respective direct report to VC Cortez) and, if agreed, they submit to [DFA-HR@uci.edu](mailto:DFA-HR@uci.edu) for "PMRC" review and approval

## GENERAL

## BUDGET

HS or Campus Position: \_\_\_\_\_

Division (School/VC Unit): \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Contact: \_\_\_\_\_

Dept. Contact Email: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_

Fund #: \_\_\_\_\_

KFS Account: \_\_\_\_\_

Proposed Compensation: \_\_\_\_\_

Position # (if available): \_\_\_\_\_

Payroll Earn Code: \_\_\_\_\_

## POSITION

Working Title: \_\_\_\_\_

Payroll Title: \_\_\_\_\_

Payroll Title Code: \_\_\_\_\_

Grade: (if applicable) \_\_\_\_\_

Salary Grade Range: \_\_\_\_\_

Minimum \$ - Midpoint \$ \_\_\_\_\_

Recruitment Type: \_\_\_\_\_

Appointment Type:  
*Casual/restricted &  
temporary excluded.*

FTE %: \_\_\_\_\_

New/Replacement: \_\_\_\_\_

*If replacement, name of  
previous incumbent:* \_\_\_\_\_

*If replacement, date prior  
incumbent left:* \_\_\_\_\_

Other relevant detail:  
*(e.g. contract length)* \_\_\_\_\_

## Position Request Form - Supplemental Questions

Is the role mission critical and/or essential to operations? *(write below)*

Are there any qualified interim existing staff that could take on the additional duties? *(write below)*

Will a deferral in filling the position result in significant operation disruption or place compliance at risk? *(write below)*

Is this a permanent need or would temporary staffing address the need? *(write below)*

Has administrative processes recently been reviewed to ensure efficiency and application of "lean" principles? *(write below)*