



Position Action Request (PACT) (HOURLY POSITIONS ONLY)

POSITION NUMBER _____ FISCAL YEAR _____ HR Log # _____

Request Initiated by _____ Budget Unit Manager _____

Vice President Recommendation _____ Date _____

President Approval _____ Date _____

1. Attach Job Description, and organizational Chart. Search materials cannot be processed without Presidential approval.
2. Complete the following: Incumbent Name (if applicable) _____
3. Type of Position/Employee Action Requested:

- _____ Hourly (TES, Student worker) – Job Description Necessary
- _____ 13-D
- _____ Fill Vacancy at Current Title: _____
- _____ Change Status to _____ Full-time or _____ Part-time (Check One)
- _____ Create New Position (Title): _____
- _____ Replace Employee on Leave(Title): _____

Indicate which grant:

IF A NEW HOURLY POSITION NEEDS TO BE CREATED please contact the Budget Office

Fund # _____ Organization # _____ Account # _____ Program _____

Notes: _____

4. Human Resources Manager to approve/verify:

HR Staff Approval/Date: _____

Compensation (Annual salary/Hourly Rate or Contractual Salary) _____

Local Title _____

5. Budget Office to approve/verify Position Number and Funding Availability:

Budget Staff Approval _____ Date _____

Please Note: All information and signatures must be provided or request form will be returned to the appropriate office

HUMAN RESOURCES INFORMATION SYSTEM REQUIREMENTS

Employee Name _____ Z # _____

HR Action Completed _____ Date _____

Completed _____