

7C@@9; 9'5GG=GH5BH'POSITION REQUEST FORM

	FY 20 20		Position Request #
SECTION I: COMPLETED BY THE HIRING DEPART (Search will begin <u>ONLY</u> after department/division receives		signed # P	osition Request Form from Human Resources)
Hiring Department: Proposed Payroll Title:			
1a. If this is a new position, submit with this	request, a detailed justifica	tion.	
1b. If this is a replacement position, complete	e the following:		
Name of Previous/Current Employee:			
Payroll Title:			
1c. For <u>ALL</u> positions, complete the following:			
Name of New Hire:			
Funding Source:	Proposed Appointment Date:		
Name of Department Director	Sig	nature	Date
Name of Vice President	Sign	nature	Date
APPROVED: YES NO	APPROVED: YES	NO	APPROVED: YES NO
VP for Finance	AVP for Administr	ation	President
If approved, Budgeted Amount: \$			
SECTION III: COMPLETED BY HUMAN RESOURC	ES		
Effective Date:	CUNYFirst Position Number:		
Name of Human Resources Designee	Sig	gnature	Date