Staff Recruitment Request Form for Tulsa Programs **Payroll:** ☐ **HSC** ☐ **Norman**

The University of Oklahoma Staff Recruitment Form (03/01/2005)

1. Transaction type. Check only one transaction type:

☐ Create a new position. All applicable sections must be completed. (Attach Position Description Questionnaire.)

☐ Fill a vacant position at a higher salary than previous incumbent. List salary of previous incumbent, below. (Attach Job Description.)

☐ Reclassification of vacant position at a higher salary level/grade . (Attach Position Description Questionnaire)

2. Job Listing Information:

To list a position: Attach job description or position description questionnaire as noted.

Department:	Location:
Position title:	Benefits? ☐ Yes ☐ No
Position #:	Start date (if known):
Annual minimum to mid-point: Min: Mid:	Hours: From: To: Total weekly:
Person(s) replaced:	EMPLID:
Interviewer/Contact:	Contact phone:

3 - Human Resources / Budget Information:

HSC: HR Org:	HR Account Code:	Type job: ☐ Full-time ☐ Part-time	FTE %:
Budgeted?: Y ☐ N ☐	Fund:		
NOR: Home Account:	Funding Accounts:	Type job: ☐ Full-time ☐ Part-time ☐ Temp	FTE:
Budgeted?: Y ☐ N ☐	Type: ☐ 9 mo ☐ 12 mo	Object Codes:	

Fill in anticipated ANNUAL cost.

Current position costs: Salary $ _____ **+** Cost of fringe benefits _____ **=** Total compensation $ _____

Anticipated new costs: Salary $ _____ **+** Cost of fringe benefits _____ **=** Total compensation $ _____

4 - Freeze exception justification. Check all appropriate reasons:

☐ Critical to public safety.
☐ Critical to life sustaining health services.
☐ Critical to protection of public property.
☐ Critical to continuation of agency services (university mission).

Justification of critical need(s) checked above or increased salary (attach extra sheet if needed).

5- Required Signatures:

1- Signature of the person responsible for hiring ↑	2- Signature of the Department Head ↑
1- Signature of the VP/Provost ↑	2- Signature of the President↑

NOTE: Return the ORIGINAL form Human Resources.

For office use only	Date:	☐ Approved ☐ Not Approved	Initials:	Requisition #: