



Reclassification for Vacant PIN or Create New Position Request Checklist and Approval

Staff and Temporary/Casual Positions Only

Reason for Request: [] New Position [] Reclassification of a Vacant PIN (Current PIN & Job Profile): _____

Employee Type: [] Staff [] Temporary/Casual

Proposed Job Profile: _____ Proposed Salary/Hourly Rate: _____

Proposed Business Title: _____ Costing Allocation: _____

Proposed Effective Date: _____

Proposed Percent Effort Or Estimated Number Of Hours Per Week: _____

Proposed Annual Work Period: _____ or _____
Start to End Number of Months

For New Position Name of Supervisor: _____

Job Location: _____

Required Attachment: [] Workday Position Description Template

Internal Justification for Reclassification (1000 character limit below - attach additional pages as needed)

[Empty box for internal justification]

Approval and Review Signatures

By signing below, the individual attest that the information on this form is accurate and in compliance with university rules, procedures, and guidelines.

Table with 4 columns: Reviewer Name, Print Name, Signature, Date. Rows include Finance Review, HROE HUB Review, Department Head Approval, Dean/Vice President Approval (or designee), and Additional Approval (as needed).