Staff Recruitment Request Form

Position ID: _____

New Position? Yes ◉ No ○ Replacement of: _____

Payroll Title/ Title Code: _____ Department: _____

Working Title: _____ Will Report to Whom: _____

Was this position included in your budget? Yes ◉ No ○

Appointment Type (select one): Choose one Hours per week _____

Justification

Advertising Needs

Search Committee Members:

For non-employees where a PO is required (vendors, agency staff, independent contractors)

Name of Independent Contractor, Vendor, or Temp Agency: _____

Start Date: _____ Estimated End Date: _____

Hourly Rate: _____ Total Estimated Hours: _____

Approved Budget Cap: _____

Workspace Allocation (This section is required)

- ***Step 1****: Access the link below and request space from facilities using the ServiceLink New Hire form. This is REQUIRED whether space is needed or not.* https://medschoolintranet.ucr.edu/space-planning
- ***Step 2:***

Enter Building Location Choose one

COA approved in the budget for this position: _____

Additional COA if applicable _____

Note: Departments are responsible for ordering office supplies such as monitors, chairs and phone lines.

Fill in the box below, for CBR and vacation accrual rate, use the box on the right

Projected Midpoint Salary	
CBR Rate	
Vacation Accrual Rate	
Benefits	$ 0.00
Advertising	
Interview Travel	$ 0.00
Relocation	$ 0.00
One-time Set Up	$ 0.00
Total	$ 0.00
What is the Salary Cap?	

CBRRate effective as of 7/1/26

Staff Exempt – Full Benefits	*0.476*
Staff Non-Exempt – Full Benefits	*0.589*
Staff – Partial or No Benefit Eligibility	*0.034*
Staff Physician Full Benefits (MSP)	*0.0317*
Students – Graduate/Undergrad	*0.024*

Vacation Leave Accrual

Accruing Staff/Non-Faculty Academic	*0.082*

If academic support will be provided for this new hire enter the funding source here: Choose one

Enter any additional budget comments in the box below.

Include any information related to maximum salary offered to the candidate. This information will be added to the posting.

Supervisor/ Hiring Manager	Date	FAO/ Budget Owner/ Chief Unit Head	Date
Sr. Associate Dean/ CEO	Date	Sponsored Research Program (if applicable)	Date
HR Director	Date	CFAO/ Exec. Dir. of Finance	Date