UCR School of Medicine | UCR HEALTH

STAFF RECRUITMENT REQUEST FORM

Position ID #:_____

Payroll Title/ Title Code: _____

New Position: ☐ **Replacement:** ☐

Working Title: _____

Replacement of: _____

Department: _____

Will report to whom: _____

Was this position included in your budget? Y ☐ **N** ☐

Appt Type: Select One **Hours per week:**

Justification

Advertising Needs

Search Committee Members:

THE FOLLOWING THREE QUESTIONS ARE FOR TEMPORARY/ INDEPENDENT CONTRACTOR POSITIONS ONLY:

1) Name of Independent Contractor, Vendor, or Temp Agency:

2) Start Date: **Est End Date:**

3) Hourly Rate: **Total Est Hrs:** **PO Ceiling Cap:**

SPACE / 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: Other

Enter the COA approved in the budget for this positiion:

Additional COA if applicable

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	
RELOCATION	
ONE TIME SET UP	
TOTAL	0.00
WHAT IS THE SALARY CAP	

CBR RATE effective of 07/01/25	
Staff Exempt- Full Benefits	0.454
Staff Non Exempt- Full Benefits	0.537
Staff- Partial or No Benefit Eligibility	0.024
Staff Physician Full Benefits (MSP)	0.0317
Students- Graduate/Undergrad	0.024
VAC Leave Accrual	
Accruing Staff/Non-Faculty Academic	0.075

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/ Finance Approval Date

Sr. Associate Dean/Unit Head or CEO Date

Director Date Associate Dean/CFAO/ Exec. Dir. of Finance Date