

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): _____ Hours per week _____

Justification

Advertising Needs

Search Committee
Members:

For Temporary & Independent Contractor Positions Only

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

Start Date: _____

Estimated End Date: _____

Hourly Rate: _____

Total Estimated Hours: _____

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 _____

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	
Advertising	
Interview Travel	
Relocation	
One-time Set Up	
Total	
What is the Salary Cap?	

CBR Rate effective as of 7/1/25

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

Vacation Leave Accrual

Accruing Staff/Non-Faculty Academic	0.075
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