

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: _____

Justification: _____

Advertising Needed: _____

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: _____

Total Investment/Budget: (Please complete below)

	Year 1`
Projected Salary	
CBR %	
VAC Accrual	
Benefits	
Advertising	
Interview Travel	
Relocation	
One time set up	
TOTALS	

SPACE REQUIREMENT/ Step 1: is space needed? YES NO

Step 2: Access the link below and request space or tell facilities where the new staff will be sitting. This is REQUIRED whether space is needed or not. <https://medschoolintranet.ucr.edu/space-planning>

Required: Enter Building Location

Additional comments:

COA: Entity/ Fund/ Activity/ Account/ Functn/ Program/ Project/ Flex1/ Flex2
 Digits: (4) (5) (6) (6) (2) (3) (10) (10)

Additional COA if applicable

CBR RATE as of 07/01/24	
Staff Exempt- Full Benefits	0.437
Staff Non Exempt- Full Benefits	0.499
Staff- Partial Ben Eligibility	0.021
Staff- No Benefit Eligibility	0.021
Students- Graduate/Undergrad	0.021
VAC Leave Accrual	
Accruing Staff/Non-Faculty Academic	0.085

Unit FAO/Budget Owner will be responsible for ordering the following items:

Computer Monitor Telephone
 Additional Monitor Office Chair

 Supervisor/ Hiring Manager Date

 FAO/ Finance Approval Date

 Associate Dean/CFAO Date
 Finance & Administration

 Senior Associate Dean/ Unit Head Date

 HR Director Date