



RBS Position Request Form

Staff position requests requiring approval

- All requests must be approved prior to posting in Recruitment, Onboarding, and Classification System (ROCS)². Do not use this form for self-initiated reclassifications.
- Complete the Position Information, Funding & Justification sections of the form. Attach the Classification, Recruitment and Appointment (CARF).
 - * Vacant Positions - New headcount, Backfill (only if CARF is **not** changing), Reclassification
 - * Employee Change - In-Grade, Promotion, Reclassification
- Email Position Request Form to rbs-hr@business.rutgers.edu for internal review and approval. Subject Line: Position Request Form_Department/Unit

Staff position requests requiring compensation review, but not position approval

- Complete the Position Information and Funding sections of the form.
- Email the Position Request Form to rbs-hr@business.rutgers.edu for review and approval.

Requestor's Name: _____ Email Address: _____ Phone #: _____

Department: _____ Dept HCM#: _____ Location: _____

Type of Action: _____

Section A

New Headcount (incremental headcount)

Replacement (backfill existing position at same grade) - Previous Incumbent _____, date vacated _____

Reclassification - Vacancy (upgrade or downgrade existing vacant position): current grade _____ proposed grade _____

Section B

Employee Name: _____

Pay/Salary Adjustment¹ (in-grade pay change for employee)

<https://uhr.rutgers.edu/policies-resources/forms/classification-recruitment-and-appointment-forms>

Reclassification - Employee² (change in job duties that result in pay and/or grade change)

Current Classification Name (job title): _____ Job Class Code: _____ Job Grade: _____

Proposed Classification Name (job title): _____ Job Class Code: _____ Job Grade: _____

Promotion (change in appointment where employee moves to a new position at higher pay/grade, current grade _____)

Term appointment extension for Class 3 and Class 4 employees

Current end date: _____, new end date _____, total appointment length to date _____ # of months

Convert a term appointment to a Class 1

Other, please explain:

1 - In-range/grade salary adjustments may be used to provide increases to employees under certain conditions. Please refer to your Union contract for additional information.

2 - An employee may self-initiate a request for reclassification of his/her position by preparing the appropriate forms and submitting them to UHR. A supervisory signature is required prior to UHR review to confirm that the duties, responsibilities and requirements are accurately stated. Please refer to your Union contract for additional information.

Account Name: _____ Project #: _____

Account/Index # _____ Recommended Salary _____ or Percentage increase _____
Unit.Division.Organization and (natural).Account

Funding Information: State Non-Sponsored Sponsored Project/Grant

Why is this position request/update necessary? How was the work accomplished previously?

Was an organizational assessment completed prior to submitting this request? If so, please provide a copy of the assessment and a brief description below.

Please describe the impact below if approval cannot be granted.

Please enter the strategic theme(s) supported. Describe in detail how the strategic theme will be supported by this expenditure.

Requestor's Signature

Date

By signing below, I am indicating my support for this position request.

Supervisor Signature

Date

Associate Dean of Administration & Finance

Date

Lei Lei, Dean

Date