

Saint Joseph's University
New Position Request
For Fiscal Year 2010
Instructions

All new positions require a New Position Request form. Following are the instructions for completing the New Position Request form.

Prior to completing this form, please compile a position description. This position description must be reviewed with the Assistant Director of Human Resources, Compensation and Employment.

Access the New Position Request form from the Financial Affairs website and save the file to your computer.

Enter the following information:

Title	The official title for the position being requested. The title and job description will be used by Human Resources to benchmark the position.
Existing Position Number	If this position already exists and the request is for a change to the existing position, please enter the position number in the space provided. If this is a new position, please leave this cell blank.
Department Name	Enter the official Banner name for the department requesting the position.
Organization Number	Enter the official Banner organization number for the department requesting the position.
Position Reports to (Title)	Enter the title of the person for which this position will report (do not enter an individual's name).
Anticipated Hire Date	Enter the date (in MM/DD/YYYY format) by which the position is expected to be filled.
Select the Position Category	Select this cell to access a drop-down menu of position categories. A category must be selected in order to complete the form.

Compensation:

Salary \$ Amount	Enter the salary amount expected for the position.
Fringe \$ Amount	Fringe benefits will be calculated based on the Position Category selected and the salary amount entered. Fringe is calculated at 30% for full time employees and 7.65% for part time employees.

Non-Salary Expenses:

On-Going Expenses:

Telephone – Office /Office Supplies	Enter the dollar amounts required on an on-going basis for the new position for telephone and office supplies.
Other On-going expenses	Enter the account number and dollar amount for any other on-going expenses required for this new position.

One Time Expenses:

Office Furniture/Office Renovations/Computer Hardware/Computer Software	Enter the dollar amounts required on a one time basis for the new position for office furniture, office renovations and computer hardware & software. If office renovations are required, please indicate the building name and room number.
Other One Time Expenses	Enter the account number and dollar amount for any other one time expenses required for this new position.

Reallocation of Funds:

Enter the Fund-Organization-Account and dollar amount for any funds that will be reallocated to this position from other sources. This amount will be deducted from the total request amount.

The Total New Position Budget Request dollar amount will be calculated automatically. Please ensure that all information has been entered correctly.

Save the completed request form for your records.

Print a copy of the request form and submit to your Department Head with the position description for approval.

All completed forms must be submitted, along with a position description, to the Director of Human Resources for approval.

Please contact Nicole Ferretti (nferrett or x1336) in Financial Affairs with any questions or concerns.