**Staffing Request Form**

**For Ongoing Commitment**

**Total Request $:** Click or tap here to enter text. **Budget Unit:** Click or tap here to enter text.

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| **Section 1 – Position Information** |

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| [ ]  NEW POSITION [ ]  CHANGE IN STATUS (EG PARTTIME TO FULLTIME)[ ]  CHANGE IN COMMITMENT | Date of Request:Click or tap to enter a date. | Previous Incumbent:Click or tap here to enter text. |

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| Department Name:Click or tap here to enter text. | Position Title:Click or tap here to enter text. |

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| Position Number:Click or tap here to enter text. | FTE:Click or tap here to enter text. | Number of Positions:Click or tap here to enter text. |

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| Required Start Date:Click or tap to enter a date. | End Date (if applicable):Click or tap to enter a date. | Unit Number/Department Code:Click or tap here to enter text. |

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| Days of Work:[ ]  Monday – Friday [ ]  Other | Hours of Work:Start: Click or tap here to enter text. End: Click or tap here to enter text. |

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| [ ]  Administration [ ]  AUPE[ ]  Excluded [ ]  Faculty[ ]  Non-designated | [ ]  Full-time Continuing [ ]  Casual 1 [ ]  Part-time Continuing Hours/week: Click or tap here to enter text.[ ]  Term (AUPE) Months/year: Click or tap here to enter text.[ ]  Temporary |

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| **Funding Source Requested** | **Approval Required** |
| [ ] Institutional Surplus | ELT |
| [ ] Annual Budget Request | ELT |
| [ ] Endowment | CLC - Development  |
| [ ] External Source | CLC  |
| [ ] Project and Opportunities | ELT  |

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| Rationale for Staffing Request: Click or tap here to enter text. |

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| Position Information Contact: Click or tap here to enter text. | Local: Click or tap here to enter text. |

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| **Section 2 – Signatures** |

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| Submitted by: (print name) | Signature: | Date: |
| Business Analyst Review: (print name) | Signature: | Date: |
| Human Resources Review: (print name) | Signature: | Date: |
| CLC Sponsor: (print name) | Signature: | Date: |
| Completed by VP’s once reviewed: |  |  |
| Final Signoff: VP People & Engagement (with ELT input) | Signature: | Date: |

1. **Full-time Continuing** – employees hired on a permanent basis. Works either 35 or 40 hours per week.

**Part-time Continuing** – employees hired on a permanent basis. Works less than 35 or 40 hours per week.

**Term – AUPE only** – employees hired to work a defined number of hours per month and a defined number of months on a continuous basis.

**Temporary** – employees hired to work a defined number of hours per month and a defined number of months – **defined end date** (Term Certains, Temps) (over 6 months)

**Casuals** – employees hired on a casual basis, call in as needed or for a period of less than 6 months.

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| **AUPE Level:** Click or tap here to enter text. | **FACULTY Step:** Click or tap here to enter text. |
|  **Step:** Click or tap here to enter text.  |   |

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| **CURRENT POSITION** (if applicable) |
| Unit # | Position Title | Position # | Level | Step | FTE | Annual Wage | Benefits | TOTAL |
|       |       |       |       |       |       | $      | $      | $      |
|       |       |       |       |       |       | $      | $      | $      |

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| **NEW/CHANGE/REPLACEMENT POSITION** |
| Unit # | Position Title | Position # | Level | Step | FTE | Annual Wage | Benefits | TOTAL |
|       |       |       |       |       |       | $      | $      | $      |
|       |       |       |       |       |       | $      | $      | $      |

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| **OTHER REQUIREMENTS** | **ESTIMATED COSTS** |  |  |  |
| [ ]  Office | $ Click or tap here to enter text. |  | NET CHANGE: | $ Click or tap here to enter text. |
| [ ]  Computer | $ Click or tap here to enter text. |  | Add: TOTAL OTHER | $ Click or tap here to enter text. |
| [ ]  Phone | $ Click or tap here to enter text. |  | **TOTAL COST OF POSITION:** | $ Click or tap here to enter text. |
| [ ]  Furniture | $ Click or tap here to enter text. |  |  |  |
| [ ]  Other | $ Click or tap here to enter text. |  |  |  |
| TOTAL OTHER | $ Click or tap here to enter text. |  |  |  |