

Questrom School of Business POSITION REQUEST FORM

Note: All sections of this form must be completed. Incomplete forms will be returned.

WORK ASSIGNMENT		
<input type="checkbox"/> New Appointment <input type="checkbox"/> Reappointment		
Department _____	start date: _____ end date: _____	Employment Duration _____
Job Title: _____	Hourly Rate (if applicable) _____	Hours Per Week _____
Job Description: <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>		
Justification for Employment: <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>		

FUNDING															
<p>*Fringe Benefit Rates Based on Funding Source:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">University Funded</th> <th colspan="2">Sponsored Program Funding</th> </tr> <tr> <th>Federal & Federal Pass Through Award</th> <th>Non Federal Awards</th> </tr> </thead> <tbody> <tr> <td>Salaried</td> <td>26.9%</td> <td>25.2%</td> <td>26.9%</td> </tr> <tr> <td>Hourly</td> <td>25.9%</td> <td>24.3%</td> <td>25.9%</td> </tr> </tbody> </table>		University Funded	Sponsored Program Funding		Federal & Federal Pass Through Award	Non Federal Awards	Salaried	26.9%	25.2%	26.9%	Hourly	25.9%	24.3%	25.9%	<p style="text-align: center;">Budget Worksheet</p> <p style="font-size: small;">Please input total salary, fringe rate, and F&A rate. Everything else will autopopulate.</p> <p style="text-align: center;">hourly compensation rate hours per week of weeks</p> <p> <input style="width: 100%;" type="text"/> Fringe Rate*: <small>Must select ONE rate in drop down - see fringe rate chart</small> </p> <p> <input style="width: 100%;" type="text"/> Total Salary: </p> <p> <input style="width: 100%;" type="text"/> Total Fringe: </p> <p> <input style="width: 100%;" type="text"/> F&A Rate**: <input style="width: 100%;" type="text"/> Total F&A: </p> <p style="text-align: right;">TOTAL BUDGET: _____</p>
			University Funded	Sponsored Program Funding											
	Federal & Federal Pass Through Award	Non Federal Awards													
Salaried	26.9%	25.2%	26.9%												
Hourly	25.9%	24.3%	25.9%												
<p>**F&A Rate (only if grant funded):</p> <div style="border: 1px solid black; padding: 10px; margin-top: 5px;"> <p style="font-size: small;">Facilities and Administrative costs (F&A) are costs not readily identifiable with individual projects. F&A is designed to partially reimburse the University for the costs of using its facilities and administrative structure in carrying out research. Please use 65% unless otherwise noted in Award agreement.</p> </div>	<p style="text-align: center;">Funding Source Confirmation</p> <p>Account/Sponsor Name: _____</p> <p>Funding Received: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, 10-digit SAP/Account Number: _____</p> <p>Does account fund 100% of salary? <input type="checkbox"/> Yes <input type="checkbox"/> No - Other Account/Sponsor Name: _____</p> <p>10-digit SAP/Account Number: _____</p> <p>Start Date: _____ End Date: _____</p> <p>% funded by this account: _____</p>														

POSITION MUST BE APPROVED 90 DAYS PRIOR TO HIRE DATE

NO OFFER CAN BE MADE UNTIL REQUEST IS APPROVED BY DEAN'S OFFICE

AUTHORIZATION		
Direct Supervisor's Name (printed) _____	Direct Supervisor's Signature _____	Date _____
Department Authorization Signature _____		

<i>(for internal use only)</i> DEAN'S OFFICE APPROVAL: _____ DATE RECEIVED: _____ DATE APPROVED: _____
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