

# 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	
<b>CBR %</b>	
<b>VAC Accrual</b>	
Benefits	
Advertising	
Interview Travel	
Relocation	
One time set up	
<b>TOTALS</b>	

**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

<b>CBR RATE as of 07/01/24</b>	
Staff Exempt- Full Benefits	0.437
Staff Non Exempt- Full Benefits	0.499
Staff- Partial Ben Eligibility	0.210
Staff- No Benefit Eligibility	0.210
Students- Graduate/Undergrad	0.210
<b>VAC Leave Accrual</b>	
Accruing Staff/Non-Faculty Academic	0.850

**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