# FISK UNIVERSITY
# Personnel Action Form (Request for Job Posting)

| Date of Request | Date Position Needed: | Requisition Number: (HR Use Only) |
|---|---|---|
| Position Title: | Salary/Salary Range: | Department: |

POSITION INFORMATION: (Position job description must be attached to requisition form)

| | | | |
|---|---|---|---|
| New Position ___Yes ___ No<br><br>If no, name of last employee in position:<br><br>Salary of last employee in position:<br><br>$ | **Salary Data: (HR Use Only)**<br>Salary Range for Similar Positions at Fisk:<br><br>From: $<br>To: $<br><br>Salary Market Comparables:<br><br>From: $<br>To: $ | **Position Classification:**<br>❑ Exempt<br>❑ Non-Exempt<br>**Appointment Type:**<br>❑ Full Time<br>❑ P/T /Adjunct<br>❑ Temporary<br>❑ Summer<br>**Faculty Appointment Type:**<br>❑ Tenured<br>❑ Non Tenured<br>❑ Tenure Track # _____ years ending academic year _____ | **Position Type**:<br>❑ Administrator<br>❑ Support Staff<br>❑ Full Professor<br>❑ Associate Professor<br>❑ Assistant Professor<br>❑ Instructor<br>❑ Lecturer<br>❑ Research Assistant<br>❑ Graduate Assistant<br>❑ Student Employee<br>❑ Intern<br>❑ Other |

Reason for Position to be filled or created: (Attach an additional sheet if required)

ADVERTISING INFORMATION: Indicate advertising medium(s) to be used

Account to be charged for Advertising: # _ _ _ _ - _ _ _ - **7010**

BUDGET INFORMATION:

**Unrestricted Budget Account(s):** **(Fill in blanks for the appropriate account number to be charged for salaries)**

#1100 - _ _ _ - 5001 Faculty #1100 - _ _ _ - 5002 Administrative #1100 - _ _ _ - 5003 Part Time
#1100 - _ _ _ - 5004 Union #1100 - _ _ _ - 5005 Maintenance #1100 - _ _ _ - 5008 Student (Undergrad) Non-tax
#1100 - _ _ _ - 5120 Student (Undergrad) Taxable #1100 - _ _ _ - 5121 Student (Grad) Non-tax
#1100 - _ _ _ - 5122 Student (Grad) Taxable #1100 - _ _ _ - 5123 Student (Foreign) Non-tax
#1100 - _ _ _ - 5124 Student (Foreign) Taxable #1100 - _ _ _ - 5125 Graduate Stipend
#1100 - _ _ _ - 5126 Undergraduate Stipend #1100 - _ _ _ - 5127 Adjunct Faculty
#1100 - _ _ _ - 5009 Temporary Agency #1100 - _ _ _ - 7020 Faculty Stipend

**Percentage of salary to be charged to unrestricted Acct: _____ %**

**Restricted Budget Account(s):** (Fill in blanks for the appropriate account number to be charged)

#_ _ _ _ - _ _ _ - _ _ _ _ Acct Name: _____ **Percentage to be charged: _____ %**
#_ _ _ _ - _ _ _ - _ _ _ _ Acct Name: _____ **Percentage to be charged: _____ %**
#_ _ _ _ - _ _ _ - _ _ _ _ Acct Name: _____ **Percentage to be charged: _____ %**

APPROVAL SIGNATURES:.

| Initiator's Signature & Date: | Provost Signature (**If Academic Dept):** | Dir. of Sponsored Programs (If Applicable): | Grant Accountant Signature (If Applicable): |
|---|---|---|---|

| Budget Dir. Signature & Date: | Vice President of Finance & CFO Signature & Date: | Direct of Human Resources Signature & Date: |
|---|---|---|

**HUMAN RESOURCE DEPARTMENT USE ONLY**

| Position Filled By: | Start Date: | Starting Salary: | HR Approval: |
|---|---|---|---|