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| tulogo_b.png | **CONTINGENT CATEGORY I**  **Position Requisition Form**  Office of Human Resources 8000 York Road Towson, MD 21252-0001 410-704-2162 FAX- 410-704-2603 | |
| **Please Complete and Obtain Appropriate Approvals**  Requisition should be submitted with Contingent I Agreement and new employees a completed TU Application should also be forwarded with the Requisition and Agreement. The department is required to obtain ALL required approvals BEFORE submitting to OHR. **OHR’s approval is REQUIRED BEFORE position can be filled.** | | |
| **REQUISITION** | | |
| **Initial Request  Renewal** | | |
| **POSITION INFORMATION** | | |
| **Internal Title:** | | **Budget Code:** |
| **Division:** | | **Supervisor Name:** |
| **Department:** | | **Timesheet Approval:** |
| **Type of Appointment:  If and When Needed**  **Short-Term/Temporary**  **Flat Rate** | | **Schedule: Months**  **Hours per week** |
| **Term: Start Date       End Date** | | **Contract Max:** |
|  | | |
| **EMPLOYEE INFORMATION** | | |
| **Name:** | | **Employee ID:** |
| **Rate of Pay:** **Hourly**       **Flat Rate** | |  |
|  | | |
| **POSITION DESCRIPTION** | | |
| **Summary of Duties:** | | |
|  | | |
| **REQUIRED APPROVALS** | | |
| **Requestor: Date:** | | |
| **Department Head or Chair: Date:** | | |
| **Dean or Assoc VP or Asst VP: Date:** | | |
| **Divisional Budget Officer: Date:**  **Approved Salary Cap:** | | |
| **University Budget Office: Date:**  **Current Budget: Funding:** | | |
| **Provost or Vice President: Date:** | | |

**For OHR use:**

Budgeted Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Code:\_\_\_\_\_\_\_\_\_\_\_\_ Pay Range:\_\_\_\_\_\_\_\_\_\_ FTE:\_\_\_\_\_\_\_

OHR Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_