

Name/Extension: \_\_\_\_\_

Department: \_\_\_\_\_

**PART 1: POSITION INFORMATION**

Position Title: \_\_\_\_\_

Number of Positions Requested \_\_\_\_\_

**PART 2: BUDGET INFORMATION**
 Approved in current budget       Not in budget

 Externally funded (attach documentation)

GL Acct #

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

**Total Annual Cost:**

|      |   |            |   |           |   |              |
|------|---|------------|---|-----------|---|--------------|
|      | x |            | x |           | = |              |
| Wage |   | Yearly Hrs |   | Benefit % |   | In Year Cost |

Total Yearly Costs \_\_\_\_\_ (if more than one position was requested)

**PART 3: REQUESTS MUST INCLUDE THE FOLLOWING INFORMATION:**
**1. Position Description and Responsibilities**

*Please include the position title and the major areas of responsibility. Identify if this request is to fill a permanent or temporary (contract) position. (Attach updated position description)*

**PART 4: SIGNATURE & APPROVAL**

Department Budget Holder:

 \_\_\_\_\_  
 Name

 \_\_\_\_\_  
 Signature

 \*Please send electronically with a copy of the job description to [hrinfo@nipissingu.ca](mailto:hrinfo@nipissingu.ca)