STAFF REQUISITION JUSTIFICATION REQUEST FORM

The purpose of this form is to provide the organizational justification for either 1) filling an existing/replacement position, 2) creating a new budgeted position, 3) requesting to redeploy a vacant position, or 4) requesting a new position due to department reorganization.

This form must be completed to initiate the review and approval requisition flow in Workday. Once completed, please upload form in the Attachments tab during Create Job Requisition process.

Job Title: ____________________________

Division/Department: ____________________________

Position Reports To: ____________________________

Submitted By: ____________________________

Reason for Request

☐ New Position ____________________________ (title)

☐ Replacement Position ____________________________ (title)

   a. Date the position vacated ____________________________

   b. Employee being replaced ____________________________

   c. Reason for vacancy ____________________________

☐ Redeployed Position ____________________________ (title)

☐ New Position due to Department Reorganization ____________________________ (title)

Justification for Requested Action

1. What has created the need for this request?

__________________________________________________________________________________________
2. How is this work currently getting done and by whom?

3. How many similar positions do you have within the department and/or other departments? Please provide all similar titles.

4. What impact will there be on the department, institution or achievement of strategic priorities if this position is not filled?

5. What alternatives to filling the position have been considered? (e.g., reallocation of duties, outsourcing, etc.).

6. Will Workday change the nature of this position? Please be specific.
7. If this position is not budgeted, how will it be funded?

For Committee Use Only

Approved ☐ Not Approved ☐ More Information Required ☐

Date Click to select date
STAFF REQUISITION REVIEW AND APPROVAL PROCESS

Purpose
This Staff Requisition Review and Approval Process will support our efforts to strengthen our stewardship of institutional resources and create a consistent manner in which to consider staffing requests outside of the annual budgeting and planning process. Please note that this process only applies to staff positions across the institution.

Scope
This Staff Requisition Review and Approval Process applies to all staff positions at all levels, including full-time regular, part-time regular and seasonal/temporary positions.

General Guidelines
Managers must seek approval to recruit for positions by creating a job requisition in Workday, including all required approvals, whenever a department wishes to:

1. Fill an existing/replacement position when there is a vacancy, or
2. Redeploy an open position with a different title or salary grade than is currently funded.
3. Hire a seasonal and/or temporary employee.
4. Create and fill a new budgeted position (outside of the Annual Planning Budgeting Process (APBP)).

Requisition Review and Approval Process
1. The hiring manager/department will create the job requisition in Workday including all applicable sections. The hiring manager/department will be required to complete a justification request in Workday and respond to the following questions below to initiate the review and approval flow.

   Requisition Justification Questionnaire
   a) What has created the need for this request?
   b) How is this work currently getting done and by whom?
   c) How many similar positions do you have in the department? Please provide all similar titles.
   d) What impact will there be on the department, institution or achievement of strategic priorities if this position is not filled?
   e) What alternatives to filling the position (i.e. reallocation of duties, outsourcing, etc.) have been considered?
   f) If this position is not budgeted, how will it be funded?

2. The Talent & Inclusion Partner will review the request and ensure the job duties, requirements and pay grade are consistent with the position as described. If not, Talent & Inclusion Partner will recommend changes and work with the hiring manager to revise the request. If these criteria have substantially changed from the original submission, a new job requisition may be required for review. It is the hiring manager's responsibility to check the job requisition for accuracy and contact Talent and Inclusion Partner immediately if there are any discrepancies.

3. The Requisition Review Committee will review staff requisitions and justification responses on a biweekly basis. The Committee members will include Vice President, Talent & Inclusion and Chief Diversity Officer, Executive Vice President/CFO, Provost, and Associate Director of Talent Acquisition.

   The committee will consider the following criteria in their review and approval decision:
   a. Is this a new position that is funded or not funded in the current operating budget?
   b. Is this a replacement position that is currently funded/budgeted with the same title, level and compensation?
   c. Is this a position currently funded/budgeted in operating budget that has been vacant and unposted that can be redeployed? Is the request to redeploy a vacant position at a higher title, level and/or salary range?
   d. Is this position request necessary or required based on the Requisition Justification Questionnaire?
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<thead>
<tr>
<th>Requisition Review Committee Meeting Date</th>
<th>Deadline to submit Requisition &amp; Justification in Workday</th>
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