



## **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. Please provide position budget details. If this is a replacement that exceeds current budget, please describe funding plan.

8. If this position is not budgeted, how will it be funded?

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**Committee Approval Decision Process**

- The staff job requisition request will be approved to post in Workday upon committee approval decision.
  - Additional information may be requested prior to approval, if needed.
  - The manager will be notified directly if staff job requisition request is not approved.
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## 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) Will Workday change the nature of this position? Please be specific.
  - g) Please provide position budget details. If this is a replacement that exceeds current budget, please describe funding plan.
  - h) 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?

| <b><i>Regularly Scheduled Meetings are biweekly on Wednesdays at 9:00am</i></b> |                                                                      |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>Requisition Review Committee Meeting Date</b>                                | <b>Deadline to submit Requisition &amp; Justification in Workday</b> |
| Wednesday, July 10, 2019                                                        | Monday, July 8, 2019                                                 |
| Wednesday, July 24, 2019                                                        | Monday, July 22, 2019                                                |
| Wednesday, August 7, 2019                                                       | Monday, August 5, 2019                                               |
| Wednesday, August 21, 2019                                                      | Monday, August 19, 2019                                              |
| Wednesday, September 4, 2019                                                    | Tuesday, September 3, 2019                                           |
| Wednesday, September 18, 2019                                                   | Monday, September 16, 2019                                           |
| Wednesday, October 2, 2019                                                      | Monday, September 30, 2019                                           |
| Wednesday, October 16, 2019                                                     | Monday, October 14, 2019                                             |
| Wednesday, October 30, 2019                                                     | Monday, October 28, 2019                                             |
| Wednesday, November 13, 2019                                                    | Monday, November 11, 2019                                            |
| Wednesday, November 27, 2019                                                    | Monday, November 25, 2019                                            |
| Wednesday, December 11, 2019                                                    | Monday, December 9, 2019                                             |
| Wednesday, January 8, 2020                                                      | Monday, January 6, 2020                                              |
| Wednesday, January 22, 2020                                                     | Tuesday, January 21, 2020                                            |
| Wednesday, February 5, 2020                                                     | Monday, February 3, 2020                                             |
| Wednesday, February 19, 2020                                                    | Monday, February 17, 2020                                            |
| Wednesday, March 4, 2020                                                        | Monday, March 2, 2020                                                |
| Wednesday, March 18, 2020                                                       | Monday, March 16, 2020                                               |
| Wednesday, April 1, 2020                                                        | Monday, March 30, 2020                                               |
| Wednesday, April 15, 2020                                                       | Monday, April 13, 2020                                               |
| Wednesday, April 29, 2020                                                       | Monday, April 27, 2020                                               |
| Wednesday, May 13, 2020                                                         | Monday, May 11, 2020                                                 |
| Wednesday, May 27, 2020                                                         | Tuesday, May 26, 2020                                                |
| Wednesday, June 10, 2020                                                        | Monday, June 8, 2020                                                 |
| Wednesday, June 24, 2020                                                        | Monday, June 22, 2020                                                |