**REQUEST TO CREATE/FILL/ADVERTISE POSITION *Date HRM Received***

***LSU Agricultural Center***

For HRM/Finance Use – Summary

# Dept/School/Region

**Station/Parish**

**Type of Action:** [ ]Create New Position [ ]Update Position – Explain

[ ]Fill Vacancy – Last Incumbent

If unclassified, [ ]Regular Appt [ ]Temp Appt (<180 days)

Separation Date

Resignation Form Rcvd? [ ]YES [ ]NO Advertise postion? [ ]YES [ ]NO

Position #

Anticipated Start Date

End Date, if any



**Current Position (omit for new positions)**

**Title Unit**

%Research

**Functions**

%Teaching

**Annual Sal**

Faculty

Gratis

**Type Appt.**

WAE

Classified Type: 12 mo FY

10 mo AY

Gratis

%Extension

%Other

**Percent**

Other Academic Nonclassified Classified Regular

9 mo AY

9 mo FY Other

Job

**Pay Basis**



**Proposed Position**

**Title Unit**

%Research

**Functions**

%Teaching

**Annual Sal**

Faculty

Gratis

**Type Appt.**

WAE

Classified Type: 12 mo FY

10 mo AY

Gratis

%Extension

%Other

**Percent**

Other Academic Nonclassified Classified Regular

9 mo AY

9 mo FY Other

Job

**Pay Basis**

Current Type\* Current Account # Proposed Type\* Proposed Account #

# Costing

\*State General/Offset, State Sales, Federal, Grant, Local, Other (Specify)

# Budget Questions

Position in the current year budget? [ ]YES [ ]NO

Position being added to budget? [ ]NO [ ]YES [ ]From Central Administration Funds [ ]From Unit state or federal funds -specify type, account and category

# Position Responsibilities Questions

FLSA Status for Unclassified Positions – [ ]Executive/Administrative [ ]Professional [ ]Teaching Will this position be unclassified, but hourly due to salary below $35,600? [ ]YES [ ]NO

First Line Supervisor – Name and Title\_ Second Line Supervisor – Name and Title Primary Job Location\_

Will position be joint with another unit? Explain

Will position be joint with LSU A&M? [ ]College of Ag [ ]Other A&M Unit

[ ]Other Campus

Will position be in manager role? [ ]YES [ ]NO If yes, type and number of employees supervised:

# COMPLETE FOR PROFESSORIAL POSITIONS ONLY - Anticipated Start-Up Package

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Cost** | **Source** | **Paid by Unit** | **Paid by Admin** |
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**Signatures**

Unit Head Date

Program Leader Date

*Program Leader Comments:*

Finance Date

*Finance Comments:*

HRM Date

*HRM Comments:*

# Approval

Vice President Date

*Vice President Comments:*