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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The Hiring Manager or Director initiates this form, saving as a PDF, attaching a job description, and submitting it for review and approval. Upon receipt, HR will proceed with additional approvals via Workday. Additional forms may be required, depending on  the type of position. All form fields are required unless inapplicable to the position.  Should this hire have a need for new space or technology, it is the responsibility of the hiring department to ensure requests are submitted to the Space Planning Manager and/or IT upon approval of this form. For more information to prepare for and onboard new staff, refer to [UWT HR Manager Resources](https://www.tacoma.uw.edu/fa/hr/manager-resources) and the [New Staff Onboarding Checklist](https://www.tacoma.uw.edu/fa/hr/forms-checklists#accordion-panel-21324). | | | | | | | | |
| POSITION INFORMATION | | | | | | | | |
| Position Title and Type:  Professional  Classified | | | | Workday Supervisory Organization (name or number): *Contact HR if a new sup-org is needed* | | | Cost Center (CC): | |
| Budgeted Pay Rate: Hourly  Monthly | | FTE: | | \****NEW******for******Professional Staff*** –*please see page 2 for more information*  What is your preferred max salary for the posting range?  Max:       (*please contact HR if you’d like further guidance)* | | | | |
| Recruitment:  Not Applicable Open  UWT only  UW only | | | | Length of posting:       (1 week min.) OR  *Open Until Filled* | | | | |
| New Position OR  Replacement Position | | | | | Replacing Incumbent:  Workday Position Number: | | | |
| Is position approved by the chancellor for fully remote work?  No  Yes | If yes, what state will they be working from?  *International remote work requires advance approval by the UW Tax Office. Consult with HR prior to extending offer.* | | | | | | | | |
| **ESSENTIAL SERVICE STATEMENT** | | | | | | | | |
| **Explain how the position provides essential services and significantly contributes to achieving the University’s mission.** If applicable, please also indicate how the position meets one of the following criteria: 1) The position performs a requirement the institution has a legal liability to fulfill; 2) Not filling the position poses a potential life or safety threat, 3) The unit size is small such that not filling the position could jeopardize operations, or 4) Filling the position is mission-critical. (Attach additional pages as necessary.) | | | | | | | | |
| **Describe alternative options to filling this position and explain the impact to your departmental operations if this position remains unfilled.** | | | | | | | | |
| **Clearly state how the unit will ensure they remain within budget while filling this position.** | | | | | | | | |
| **BUDGET INFORMATION** | | | | | | | | |
| Do you have funding from existing resources to cover this hire?  Yes  No  Are the below funding worktag(s) to be used for the background check charge, if applicable?  Yes  No  If not, please provide the appropriate worktag(s) for the background check:  **Costing Allocation Information**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Funding worktags: program (PG######), grant (GR######), gift (GF######), project (PJ######), or cost center + resource (CC###### + RS######)* | | | | | | *Reporting worktags: activity (AC######), assignee (AS######), institutional initiative (IN######)* | | | | | | **Funding worktag(s) (required)** | **% Allocation (required)** | | **Reporting worktag(s) (optional)** | | |  |  | |  | | |  |  | |  | | |  |  | |  | | |  |  | |  | | | **TOTAL** | | **100%** | |  | | | | | | | | | |
| **For TEMPORARY and/or HOURLY positions only:** | | | | | | | | |
| Is there an end date to this position?  Yes (nonpermanent) - If yes, what are the start and end dates? (maximum of one year)?  No, it is an ongoing hourly position (intermittent) | | | | | | Will this position have a set weekly schedule of hours that are the same every week (can be assigned an FTE)?  Yes - If yes, how many hours per week?  No - Estimated/average hours per week | | |
| If already identified, name of candidate:  Email address of candidate: | | | | | | | | |
| Expected to work at least 480 hours in 6 consecutive months, working at least 8 hours/month?Expected to work at least 70 hours per month in 5 out of the next 12 months?Replacing an individual who worked at least 70 hours/month for 5 out of the last 12 months? | | | | | | | | Yes  No Yes  No Yes  No |
| UWT HR CONSULTATION | | | | | | | | |
|  | By checking this box, the hiring manager/supervisor confirms that they have consulted with UWT HR and received their support to move forward with this request. | | | | | | | |
| **Hiring Manager/Supervisor** | | | | | | | | |
| Name | | | Signature | | | | Date | |
| APPROVALS | | | | | | | | |
| |  |  | | --- | --- | |  | By checking this box, the budget authority confirms that the unit leader (such as the Dean or AVC) has been consulted and supports this request. | | | | | | | | | | |
| 1. **Department Director/Dean/Budget Authority** | *Confirms there are sufficient funds in the identified budget* | | | | | | | | |
| Name | | | Signature | | | | Date | |
| 1. **Fiscal Services** | *Confirms there are sufficient funds in the identified budget* | | | | | | | | |
| Signature | | | | | | | Date | |
| *Notes*: | | | | | | | | |
| 1. **Vice Chancellor** | *Agrees with the business need to fill this position and that requested funds are available and approved* | | | | | | | | |
| Signature | | | | | | | Date | |
| 1. **Chancellor** | | | | | | | | |
| Signature | | | | | | | Date | |

***\*Preferred max salary and posting range explained:*** [*Washington state law*](https://hr.uw.edu/comp/pay-equity/equal-pay-and-opportunities-act/)*requires the UW to disclose in job postings for staff positions the pay range and a general description of all benefits and other compensation to be offered to the hired applicant. For more information, please refer to* [*Pay transparency for postings in UWHIRES*](https://hr.uw.edu/talent/hiring-process/preparing-for-and-conducting-the-recruitment/pay-transparency-for-postings-uwhires/#:~:text=Washington%20state%20law%20requires%20the,offered%20to%20the%20hired%20applicant.)*.*

*For professional staff positions UWT HR tries to establish posting ranges that provide enough flexibility in the event there is a particularly qualified candidate, and to signal potential future salary growth in the position, with the actual salary offered still dependent on qualifications and maintaining internal equity. We also want to provide consistency in posting ranges for similar positions to avoid the possibility of applicants being “pushed” to apply to positions with a higher maximum posted, and avoid applying to those with a lower maximum salary posted.*

*Our current method of calculating this range is to take the budgeted pay rate and add approximately 4%-5% (depending on the position) to establish the maximum amounts for the range. For example:*

*Budgeted Pay Rate: $5,000*

*Max: $5,200 [$5,000 x 4% = $200 | $5,000 + $200 = $5,200]*

*If you would like to discuss your position’s salary range, please contact UWT HR* [*uwthr@uw.edu*](mailto:uwthr@uw.edu)*.*

*Please note that typically professional staff hired* ***after March 31 of the current year*** *are not eligible for that year’s merit increase.*