

**Position**

**Request**

**Form**

**(PRF)**

**(This is also in section 1 of this book)**

## **Position Request Form**

For Hiring **Regular** Faculty (Tenure Track) and **Regular & Temporary** Supportive Professional Staff (SPS) Positions

The very first step to **creating a new position** or **refilling/hiring a “Regular”** (vs temporary) **Faculty person** into a vacant or new position is to complete a Position Request Form (PRF). A PRF is used for Creating New, Refilling, and Reappointments of **ALL** Regular SPS & Faculty and **ALL** Temporary **SPS** positions. Not normally done for reappointments of temporary faculty.

Note: If brand new SPS position - Principle Administrative Position Exemption Request (P.A.P.E.R.) form must accompany the PRF.

For refilling a Regular Faculty Position the Dean's questions as well as the Provost's **MUST** be answered and forwarded with the request. Chairs normally produce the answers to the Dean's and Provost's questions.

For Creating a New SPS position. A PAPER form must accompany the PRF. In addition to the PAPER form, a job description must accompany the request.

An ad copy or Waiver of Search Form (if no search is being requested) must also accompany the request. If a waiver of search is being requested, justification and a Personnel Action Form (PAF) for the person to be hired, (as well as 2 letters of recommendation and vita for that person) must be attached.

## Routing for Regular Faculty/SPS:

Department Chair  
Dean's Office  
Provost's Office  
HRS

## Routing for Temp Fac/SPS

Department Chair  
Dean's Office  
HRS

Depending upon account code, it may be necessary to get signatures from the Business Manager of the College, Graduate School, Grants Fiscal, or some other entity.

## **Position Request Form -**

### **What is a Position Request Form (PRF) and How is it Different from a Personnel Action Form (PAF)**

The PRF has everything to do with the POSITION, the PAF has everything to do with the PERSON.

### **When is the PRF required?**

\*New Hires (Faculty & SPS)

\*To CREATE a New Faculty/SPS (temp or regular) Position

Remember... if new temporary SPS position a P.A.P.E.R. form must accompany the PRF.

\*Reappointment of Temporary SPS employees

**\*Whenever there are CHANGES in any positions (including temporary faculty positions):**

Change in Title

Department Change

FTE Change

Funding Change(s)

Location Change

Contract Date Change(s)

Status Change

Staff Year Change

**Where do I get form(s)?**

HRS' Web Site.

Print on light green paper or highlight form title in green.

# Position Request Form



# HUMAN RESOURCE SERVICES

NORTHERN ILLINOIS UNIVERSITY

NEW     
  REFILL     
  CHANGE/UPDATE     
 Date: \_\_\_\_\_

CIVIL SERVICE   
  SPS   
  FACULTY   
  AFFILIATE   
  EXTRA HELP/PHI   
  GA   
  STUDENT

Classification Review Requested     
  Job Description Included

<b>Action/Reason</b>		
Effective Date:	Change Reason Codes:	<input type="button" value="Add Reason Code"/>
Effective Date:	Change Reason Codes:	<input type="button" value="Add Reason Code"/>

<b>Position Information</b>				
Position Number:	Position Status: <input checked="" type="radio"/> Approved	Type: <input type="radio"/> REG <input type="radio"/> TEMP	Position Pool:	Job Code:
FTE:	If "Other" FTE:	Position Title:	Reports To:	
Department:		Location:		
<input type="radio"/> CURRENT EMPLOYEE <input type="radio"/> PREVIOUS EMPLOYEE	Employee Name:	Date of Vacancy:		

<b>Budget Information</b>		
% of Staff Year:	Base Position Funding Change: <input type="radio"/> NO <input type="radio"/> YES	Position Budget Amount:
Annual Contract (Faculty, SPS) / Position (CSSTA) Dates:	Contract/Position Begin (mm/dd):	Contract/Position End (mm/dd):

<b>Funding Distribution</b>		
HR Account Code	% of Distribution	<input type="button" value="Add New Funding Line(s)"/>

<b>Search Information</b>			
<input type="checkbox"/> Campus	<input type="checkbox"/> On/ Off Campus	<input type="checkbox"/> Special Advertising	<input type="checkbox"/> Incumbent

<b>Comments/Justification</b>	
for CS put contact Name + phone # here	

Fund Advisor	Date	College/Division	Date	
Department	Date	Office of the Provost / Vice President	Date	Graduate School      Date
Grants Fiscal Administration	Date	President / HRS	Date	



<b>Instructions for Completing the Position Request Form</b>	
<b>Information (required)</b>	
	<p><b>New – Refill – Change/Update</b> Check New for a new position request. Check Refill if you wish to refill a current position. Check Change/Update if you wish to make a change to a current position.</p>
	<p><b>Today's Date</b></p>
	<p><b>Business Unit</b> Select the business unit in which the position is being created/changed. For Civil Service and SPS positions, check Classification Review Requested and/or Job Description Included as appropriate. Job descriptions are required for all new positions and all positions that have not been reviewed in the last two years. Classification Review Requested should be selected if the supervisor and/or the employee would like to have the classification reviewed in anticipation of a change in class title.</p>
<b>Action/Reason (required)</b>	
	<p><b>Effective Date</b> Specify the date that the new position should be established or the date that the refill or change should occur.</p>
	<p><b>Change Reason Codes</b> Select appropriate reason from drop down box. Note: PSC - Position Status Change (AFP) identifies the Approved, Frozen or Proposed Position Status states. Note: Leave blank for Department Budget Information and Funding Distribution transactions.</p>
<b>Position Information</b>	
	<p><b>Position Number (refill or change)</b> For new positions, leave blank. Position Numbers for current positions appear in departmental reports.</p>
	<p><b>Position Status</b> Select a position status: Approved: Indicates a position that is both authorized and budgeted. Frozen: Indicates an approved position that is frozen for hiring purposes. Except for pool positions, the Position Budget Amount is automatically set to zero. Proposed: Indicates a position that is planned and may or may not be budgeted.</p>
	<p><b>Regular or Temporary</b> Specify whether the position is regular or temporary by selecting the appropriate box. For Civil Service positions check Reg For Faculty and SPS positions check Reg or Temp For Extra Help/PHI, Student, GA and Affiliate positions check Temp</p>
	<p><b>Position Pool (change)</b> Specify the position pool identification available from departmental reports.</p>
	<p><b>Job Code</b> For current positions, enter the job code identified by the employee's position number. Otherwise, leave blank. Job codes are identified on the HRS web site. <a href="http://www.hr.niu.edu/resources/files/NIU_Job_Codes.xls">http://www.hr.niu.edu/resources/files/NIU_Job_Codes.xls</a></p>
	<p><b>FTE (Percent of Standard Hours)</b> Specify the FTE (percentage of standard hours) by using the drop down box for available values. For Affiliates use 10% For Extra help use 10% For PHI use 50% For Students/Grads use 50%</p>
	<p><b>Position Title</b> For SPS and faculty, enter the working title. For other business units, enter the current position title.</p>
	<p><b>Reports To</b> Specify the position number of the position that the requested position reports to. This is only required when the requested position reports to a position in another department. For example, when benefit usage approval requires the signature of a person in another department "Reports To" is required.</p>
	<p><b>Department</b> Select the Department pertaining to the position by using the drop down box.</p>
	<p><b>Location</b> Select the Location pertaining to the position by using the drop down box when the department has multiple locations.</p>
	<p><b>Current or Previous Employee</b> Indicate, by selection the appropriate option, if the employee listed to the right is the current or previous employee filling this position.</p>
	<p><b>Employee Name</b> Enter the name of the current employee or the previous employee most recently filling the position, if applicable.</p>
	<p><b>Date of Vacancy</b> For Refills of the position, enter the date that the position is expected to become vacant.</p>
<b>Budget information (Only applicable for Civil Service, Faculty and SPS positions)</b>	
	<p><b>Percent of staff year</b> Enter the percent of the year that the position is expected to be filled. For example, a 9-month position is 75%, 10-month position is 83%, 11-month position is 92% and a 12-month position is 100%.</p>
	<p><b>Base funding change</b> Select Yes or No as appropriate.</p>
	<p><b>Position Budget Amount</b> Indicate the base funding for the position. If this is a new position/position pool, indicate the approved budget level. The budget level will be changed to the standard contract/appointment amount when an employee is hired into the position. Frozen positions are set to a position budget amount of zero.</p>
	<p><b>Contract / Position Begin</b></p>