

HR Use Only:
Job Code # assigned:

POSITION VACANCY REQUEST FORM

NOTE: THIS IS NOT A STATE POSITION

Position Job Title: _____

FLSA Status (Select one): Non Exempt Exempt (with HR approval)

See instructions for more information.

Benefit Status (Select one): Benefited Non-Benefited

See instructions for more information.

Duties & Requirements: See attached job posting (this form is not complete without the HR approved job posting)

Work Schedule: _____

Salary Range (as approved by HR): _____

Department/Project Name: _____ **Budget Period:** _____

Account	Fund	Department	Class*	Project	% Distribution*

*If applicable

PeopleSoft account information must be provided above to pay for all mandatory recruitment costs:

- Fee to post on campus (**\$100.00**);
- Fee to post the position on diversity job board(s) (**\$80.00**);
- Fee to conduct the background investigation (**\$65.00-\$175.00**);
- ***PVR does not cover costs associated with salary, benefits, taxes, etc. Those costs are determined by PTR***

Head of Hiring Committee: _____

Additional Hiring Committee Members & email address: _____

Please sign below authorizing payment for these costs specifically associated with posting this position.

Director's Signature

Date

UEC Budget Approval

Date

Human Resources Authorization

Date

This position will not be processed until it has been approved by the appropriate UEC Human Resources Representative and other budget approval authorities authorizing payment of all recruitment costs listed above. Fees listed above are subject to change with or without prior notice. Fully executed PVR's received in UEC HR should post to campus within 7 days of execution. **This form may be sent electronically to the appropriate HR Representative. An original is NOT required.**

INSTRUCTIONS POSITION VACANCY REQUEST

Please complete the Position Vacancy Request in its entirety. Any omissions may unnecessarily delay this form from being processed

Position/Title: List the UEC (not campus) position job title. Contact UEC Human Resources for approved job title(s) as necessary.

FLSA Status: Most employees fall under the classification of non-exempt status, which in general terms, means that they ARE eligible for overtime pay. If you believe that this position qualifies as exempt, please contact UEC Human Resources in advance.

Benefit Status: Select benefited or non-benefited. Non-benefited UEC staff employees must work less than 20 hours per week. Benefited employees work more than 20 hours per week.

Duties/Requirements: HR approved job posting must be attached to this document.

Work Schedule: Indicate the work schedule the incumbent will be expected to work. (Example: Generally Monday through Friday 8:00 AM – 5:00 PM.) If the schedule is unknown at this time, please type, “To be determined”.

Budget Period: List the starting date of the position. Also include the ending date or budget period end date, whichever is shorter. UEC positions are generally renewed annually or per contract length, and are dependent on availability of work, availability of funding and satisfactory work performance.

Salary Range (Hourly or Monthly): Please state if the position is to be hourly or monthly. If the position is hourly, indicate the number of hours per week that will be worked. State the minimum and maximum hourly or monthly range.

If you are listing a monthly rate, it is assumed that the incumbent will work at least 40 hours per week on a regular basis in a benefited position; if less than 40 hours, it should be listed at an hourly rate.

The University Enterprises Corporation at CSUSB Executive Director, or designee, approves all UEC salary ranges. UEC may or may not use the pay scale associated with a contract or a campus equivalent position. Contact UEC HR for current salary ranges.

Please keep in mind that UEC generally does not offer employment above mid-range salary when making the official job offer.

Department/Project Name: List the full name of the department, grant, or special project that will be funding the position. Complete the PeopleSoft chartfield string information requested in the table. Current posting fees/expenses are listed under the chartfield table. These rates are subject to change with or without prior notice.

Head of Hiring Committee: List the person who will be in charge of hiring committee. This should be an MP, Project Director or PI with hiring and signatory authority. This person will be the primary contact for this recruitment.

Additional Hiring Committee Members: List additional members of the hiring committee and their email addresses. UEC prefers an odd numbered committee/panel. A member of HR is *required* to sit on any high level recruitment, such as for an MP position, typically the HR Manager. Upon request, an HR team member can be assigned to any committee. These additional members will be provided appropriate access to recruitment related documents such as applications.

This form may be sent electronically to the appropriate HR Representative. An original is NOT required.

Should you have any questions regarding this form, or the UEC recruitment process (which is on our website); please contact UEC Human Resources at 909-537-7589.