CAL STATE SAN BERNARDINO
University Enterprises Corporation

POSITION VACANCY REQUEST FORM

NOTE: THIS IS NOT A STATE POSITION: A UEC APPLICATION IS REQUIRED

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 approved job posting)

Work Schedule:

Salary Range (as approved by HR):

Department/Project Name:

Budget Period:

Account	Fund	Department	Project

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 www.HireVeterans.com (**$75.00**);
- Fee to conduct the background investigation (**$65.00-$175.00**);
- All other costs associated with salary, benefits, taxes, etc. unless otherwise noted on the hiring PTR.

Head of Hiring Committee:

Additional Hiring Committee Members:

Please sign below authorizing payment for these and any other additional costs that may be 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 Human Resources-UEC 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 by noon Friday should post to campus the following Friday.

<p style="text-align:center">**INSTRUCTIONS**
POSITION VACANCY REQUEST</p>

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 the Human Resources-UEC 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 Human Resources-UEC in advance.

Benefit Status: Select benefited or non-benefited. Generally, 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. All UEC positions must be renewed annually, 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.

The University Enterprises Corporation at CSUSB Executive Director, or designee, approves all UEC salary ranges. UEC may not use the pay scale associated with a contract or a campus equivalent position. Contact HR-UEC 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. 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 a committee. These additional members will be provided appropriate access to recruitment related documents such as applications.

Should you have any questions regarding this form, or the UEC recruitment process, please contact UEC Human Resources at 909-537-7589.