

Staff - Position Justification Request Form (PJRF) **Mansfield University**

Section 1: Type of Request (Check all that apply) *Hiring Manager Completes - see attached instructions for required information*

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|---|-----------------------------|---------------------------------|
| Fill Vacant Position | Salary Adjustment | Reorganization/Dept Transfer |
| Reclassify Vacant or Existing Position* | Change in Appointment Terms | Change of Funding Source |
| New Position, Add'l Budget Required* | Abolish Existing Position | Temporary Position Continuation |

*Attach a finalized position description. Please highlight any new and/or revised duties.

Section 2: Appointment Details *Hiring Manager Completes*

Employment Type:	Permanent	Temporary	Length of assignment:
FTE:	Full-Time	Part-Time	Hrs/Wk, % Change _____
Term:	12 Months	10 Months	9 Months
			Other _____
Current Fund Center Name _____	Fund Center # _____	Division _____	
To Fund Center Name _____	Fund Center # _____	Division _____	

Section 3: Classification & Compensation *Hiring Manager Completes (Complete Section #4 before forwarding to Director or HR)*

Section 3a: Classification

Current Classification/Working Title: _____	Proposed Class./Working Title _____
Current Bargaining Unit: _____	Current/Previous Incumbent: _____
Requested By: _____	Anticipated Effective Date: _____

Section 3b: HR Classification Review & Compensation Details - *Review Completed by HR- forward to Budget/Compensation completed by Budget- forward to Cabinet member*

Human Res. Classification Review: _____	Apprvd Classification/Wrkng Title: _____
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Compensation Detail: Budget Office to Complete							
A. Current or Budgeted Salary		B. Proposed Annual Salary:		C. Amount of Increase or Decrease:		D. Percent* of Increase or Decrease:	
Current or Budgeted Benefits		Proposed Annual Benefits:					

Budget Office	
Position #	Budget Office Approval

Budget Office Notes

Section 4: Justification/Consideration *Hiring Manager Completes. Sign in Section #5 & forward to Director for signature. Director signs in Section #5 and forwards to HR for Classification Review. NOTE: You must also complete the attached "Search Criteria" document and send the proposed Job Description when you return this form to HR.*

Section 5: Approval to move forward with position *Cabinet member signs & forwards to President for final signature*

Hiring Manager:	_____
Director (if different than Hiring Mgr.):	_____
Cabinet Representative:	_____

	Approved	Disapproved	Comments
President:	Signature _____	Date _____	

President forwards to Budget Office