

RICHARD STOCKTON COLLEGE
Position Action Request (PACT)

POSITION NUMBER _____ FISCAL YEAR _____ HR Log # _____

Request Initiated by _____ Budget Unit Manager _____

Vice President/President _____

1. **Attach Job Description, and organizational Chart, and if a classified employee, include DPF-44. NB: If a request is for a new Position, a conference must be scheduled with the Dir. of Human Resources. Search materials cannot be processed without Presidential approval.**

2. **Complete following: Incumbent Name (if applicable)** _____

Type of Position/Employee Action Requested:

- _____ Full Time **(10 or 12 month) (Circle One)**
- _____ Permanent Part Time (_____%)
- _____ Hourly (TES, Student worker) – Job Description Necessary
- _____ Contractual (Adjunct/Overload)
- _____ 13-D
- _____ Fill Vacancy at Current Title: _____
- _____ Promote/Reclass to Title: _____
- _____ Change Status to **Full-time** or **part-time (Circle One)**
- _____ Create New Position (Title): _____
- _____ Replace Employee on Leave (Title): _____

Notes: _____

3. **Human Resources Manager to approve/verify:**

HR Staff Approval/Date: _____

Compensation (Annual salary/Hourly Rate or Contractual Salary) _____
Local Title _____
State Title _____
Position Class _____
Employee Class _____
Salary Schedule/Range/Step _____

4. **Budget Office to approve/verify Position Number and Funding Availability:**

Budget/Grants Staff Approval _____ **Date** _____

Please Note: All information and signatures must be provided or request form will be returned to the appropriate office.

Fund # _____ **Organization #** _____ **Account #** _____ **Program#** _____

HUMAN RESOURCES INFORMATION SYSTEM REQUIREMENTS

Employee Name _____ Z # _____

HR Action Completed _____ Date Completed _____