DGSOM DEPARTMENT OF PATHOLOGY & LABORATORY MEDICINE BUSINESS PLAN FORM FOR ALL <u>STAFF</u> HIRING ACTIONS

DATE Prepared:	2/28/2014 12:51:00 PM	DATE Required: ASAP
PI/Area Supervisor & POSITION (PAYROL		
Mission: Clinical	│	
APPOINTMENT TYP	E *: ⊠ Career ☐ Limited [☐ Student ☐ Other (add to justification)
Funding Source (e.g., contract, grant, comp p	plan, sales & service)	Est. Compensation: Range: Mid: Total incl Benefits:
PERIOD OF EMPLO (e.g. 04/01/xx-09/30/x	YMENT: <u>Career</u> ex or Indefinitely/Career)	
CHECK ONE: NEW Position - Unbudgeted Replacement Budgeted, or Reclassification (for ongoing employment only)		
If this is for a replacement, please answer below: Name of Previous Incumbent: Date Position Will be Vacant:		
Please Include Brief	Job Summary & Business Ju	stification:
Funding Source and Current Fund Status (i.e. Surplus/Deficit):		
If applicable, State R	eason For REJECTING Requ	est (e.g. lack of funding, not mission critical, etc.):
FUND MANAGER (required): FAU (acct-cc-fund):		
DIRECT SUPERVISOR (required):		
DIR. OF HUMAN RESOURCES (required):		
DIRECTOR OF FINANCE (required):		
CAO (required):		
Please wait for final approval from your business office <u>before</u> forwarding to Personnel/Payroll.		

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Please forward complete, signed form to LORI TANAKA e-mail, Itanaka@mednet.ucla.edu.

*(If uncertain, ask Staff Personnel/Payroll for assistance)