CHHP REQUEST TO HIRE and COMMITMENT SUMMARY

PART 1 – To be completed prior to advertisement. Please review instructions, pg 2.

Department: _____ Position No:_____ Position Title: _____

Is this a new position? _____ If no, list name of previous employee: _____

Pay Plan Code: _____ Salary Funding Source(s) (incl %): _____

Proposed Salary: _____ Fringe*: _____ Total: _____

Provide brief rationale for filling this position:

Dept Chair: _____ Dept Chair Signature: _____ Date: _____

DO Business Offc: _____ Business Offc Signature: _____ Date: _____

Dean: _____ Dean Signature: _____ Date: _____

PART 2 – To be completed upon selection of candidate

Name of Hire: _____ Proposed Start Date: _____

Approved Salary: Base Salary: _____ Fringe: _____ Total: _____

Approved Start-up:

Description: _____ Funding Source: _____ Amount: _____

Description: _____ Funding Source: _____ Amount: _____

Description: _____ Funding Source: _____ Amount: _____

Dept Chair: _____ Dept Chair Signature: _____ Date: _____

DO Business Offc: _____ Business Offc Signature: _____ Date: _____

Dean: _____ Dean Signature: _____ Date: _____

*Use most current published Fringe Benefit Pool rates for the anticipated start date. Expect rates to change at the beginning of each fiscal year. Attach start-up commitment documentation if applicable (i.e. faculty candidate's start-up budget proposal)

This Document is intended to be used with UFDocuSign.

Original: Dean's Admin Business Office   Copies: HR Coordinator, Department Office Manager

<div align="center">INSTRUCTIONS</div>

Part 1: To be completed by Department before recruitment begins.

1. Department: Select hiring department from drop down menu.

2. Position No: Assigned number for position to be filled as assigned in PeopleSoft. If new position, obtain a new position number from the HR Coordinator prior to advertisement.

3. Position Title: Title associated with position number as assigned in PeopleSoft by Class & Comp.

4. Pay Plan Code: Official code used to classify a position's Salary Admin Plan, as assigned in PeopleSoft.

5. Proposed Salary/Fringe/Total: List the anticipated salary, fringe, and total at time of recruitment. This amount should be within the limits available from the funding source. Please use the appropriate fringe rates based on the Salary Admin Plan.

6. Salary Funding Source: This information should specify from where the position will be funded. Detail is very important. For multiple sources, please include information on each source. For multiple projects, please include each project number. The percentage of time to be allocated to each source must be provided.

7. Provide brief rationale for filling this position: This information should explain what the position/employee is assigned to perform. For faculty positions, this would be the information to be listed in the Letter of Offer (i.e. teach course in Sport Management, supervise Athletic Training program, teach undergraduate courses in Health Education, etc.). For TEAMS/OPS positions, provide a brief description of main position responsibilities (i.e. manage all office administration and supervise three staff members).

8. Department Chair: Signature of Chair approving request to hire.

9. DO Business Offc: Signature from Dean's Admin Business Office.

10. Dean: Signature of Dean approving request to hire.

Part 2: To be completed by Department after offer accepted by candidate.

1. Name of Hire: Person who will be appointed to the position.

2. Proposed start date: Anticipated start date of hire.

3. Approved Salary/Fringe/Total: The approved salary, calculated fringe, and total.

4. Approved Start-Up: List the commitments that were discussed and approved by the chair and dean; list each item on a separate line.

5. Department Chair: Signature approving final hire.

6. DO Business Offc: Signature from Dean's Admin Business Office.

7. Dean: Signature approving final hire.