

Please contact your Human Resources Officer (HRO), who will complete this form for you.



Request to Fill (RTF)

Regular* Faculty, Salaried (Professional) & Hourly Paid Position

Dept: O- _____ Joint Dept: _____ (_____ %) Position Management (PM) #: _____ Dynamic Group: _____

Title: _____ Anticipated Start Date: _____

Hours Worked Per Week: _____ % Full Time: _____ Wage Band/Salary Grade: _____ Job Code/Family: _____

Overall Min./Max of Annual Salary (Based on Work Year/Work Schedule)*: \$ _____ to \$ _____

Projected Hiring Min./Max of Annual Salary (For Budget/Posting Purposes)*: \$ _____ to \$ _____

Hourly Rate*: \$ _____ Change (+/-) in Position Management Budgeted Salary: \$ _____

Please explain how any increase in PM budget will be funded: _____

_____ New Position _____ Existing Position (Prior Employee: _____)

Position Supervisor: Name: _____ Phone #: _____ Supervisor Position Number: _____

Type of Position*: <input type="checkbox"/> Tenure Track/Cont. Contract Eligible <input type="checkbox"/> Ongoing <input type="checkbox"/> Fixed Length (3 yr limit for AFUM, 2 yr limit for other groups) <input type="checkbox"/> Contingent on Outside Funding	Collective Bargaining Unit: <input type="checkbox"/> AFUM <input type="checkbox"/> Police <input type="checkbox"/> PATFA <input type="checkbox"/> S&M <input type="checkbox"/> Hourly Supervisory/Confidential <input type="checkbox"/> ACSUM <input type="checkbox"/> Non-Rep. Professional/Faculty <input type="checkbox"/> UMPSA <input type="checkbox"/> Management Group
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Work Year*:
 Fiscal Student Calendar Year (Salaried) Academic (Faculty)
 Other, Begins: _____ Ends: _____
 Other Periods Excluded, Begins: _____ Ends: _____

Earnings Distribution: (Please include any additional distributions on a separate page.)

Accounting ID (10 digits)	Chartfields	Percent %	Soft √ Money

Position to be paid either in part or full from a federal contract with the E-Verify clause*: Yes _____ No _____

Comments: _____

Initiating Administrator _____ Date _____ Recommended _____ Date _____

Recommended _____ Date _____ Recommended _____ Date _____

Vice President/Provost _____ Date _____ President (required for units reporting directly to this office and tenure-track faculty)

*Term definitions on second page of form

For HR Use Only

Appointee: _____ Hire Date: _____
 Background Checks: _____
 SBI _____ Credit _____ Driving _____ Pre-Employment Physical/Baseline: _____ Number: _____

RTF Term Definitions

Regular vs. Temporary Positions:

(Regular)

- Expected to continue for 7 months or more
- Governed by the applicable collective bargaining agreement, employee handbook,
- Salary payments subject to the University's fringe benefit rate charge for *regular* employees,
- Eligible for applicable benefits, and
- A job search is expected.

(Temporary)

- Expected to continue for a total duration of no longer than 6 months and 29 days,
- Governed by the applicable non-represented employee handbook or PATFA contract (part-time faculty hired on a single semester basis),
- Salary payments subject to the University's fringe benefit rate charge for *temporary* employees,
- Eligible for limited benefits including Worker's Comp, Unemployment and FICA, and
- No formal job search required unless overall duration of employment is expected to exceed 6 months and 29 days.

Salaried (Professional) Positions:

*Overall Min./Max of Annual Salary

- This amount relates to the wage or salary band minimums set for the position (and job family)
- This salary should be proportionately adjusted for positions that are part-time or have a non fiscal year work year.
- This is not necessarily the range that will be included in the position vacancy announcement.

*Projected Hiring Annual Min./Max of Salary Range

- This is the annual salary range the department plans to commit to the position.
- This is the range that would be included in the position vacancy announcement.

Annual salary is determined by the Salaried Employee Classification & Compensation Program (SECCP) using the Position Description Questionnaire (PDQ) (except for Post Doctoral and intern positions). The annual salary should not be impacted when the length of the initial appointment is less than a full work year. Job ads for UMPSA unit positions must include a specific salary range.

Example:

- Salary range: \$xx,xxx - \$xx,xxx.
- Proposed salary range is \$xx,xxx - \$xx,xxx, depending on qualifications
- The salary range for this position is the low \$xx,xxxS to the mid \$xx,xxxS.
- This position has been assigned to Salary Band 6 (min \$xx,xxx – max \$xx,xxx). The anticipated salary range for this position is \$xx,xxx - \$xx,xxx.

Supervisors are encouraged to post information about the salary range for non-represented positions.

*Hourly Paid Positions:

- Hourly wage determined by the UMS Job Classification Program,
- New employees are hired at the start step of the wage band. Limited exceptions exist and are defined by the applicable collective bargaining agreement. Contact your Human Resources Officer (HRO) for more information.
- The hourly rate of transfer candidates is set as defined by the applicable collective bargaining agreement or employee handbook.

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***Faculty Positions:** Contact John Kidder, HRO for faculty positions, for additional information.

***Position Type:**

- Tenure Track/Continuing Contract Eligible
Faculty with academic rank (Assistant, Associate or full Professor)
- Ongoing
Positions for which base E&G monies and/or ongoing auxiliary support is available.
- Contingent on Funding
Continuation of the position is subject to the renewal of funding generally from sources external to UM. Research faculty as well as employees for whom a search was waived based on their specific inclusion in a grant budget are considered soft money.
- Fixed Length
Positions of a limited duration (one-time project, leave replacement or when a search for an ongoing position has been unsuccessful). This category may be used if any reappointment must be preceded by a search. Do not use this category if the receipt of additional funding would cause the incumbent employee to be extended.

***Work Year:**

- Fiscal
Position provides services 12 months a year.
- Academic (Faculty)
September 1 through May 31 (does not earn vacation leave).
- Student Calendar Year (Salaried)
Employee required to work with the department offers services available based on the presence of the student population (does not earn vacation leave).
- Other
Employees required to work less than 12 months each year (does earn vacation leave). Departmental circumstances will determine the specific beginning and ending dates of the work year and whether or not semester breaks will be included.

Regular employees whose positions have a non-fiscal work year are eligible for the applicable level of benefit coverage throughout the entire year. UMS policy requires that non-fiscal year salaried employees receive their salary in 12 installments. Salaried employees who are hired mid year will have their salary prorated over the remainder of the paycycle. At the beginning of the next full work year, their monthly salary will equal 1/12 of their base salary.

***Earnings Distribution:**

Contact Cliff Wilbur in the Office of Research and Sponsored Programs if you need help determining this status of your accounts.