

Prior approval must be obtained prior to recruitment.  
 Complete form and submit to your division coordinator. Attach job description and org chart.  
 Submit approved forms to **positions@uci.edu**, subject "PMRC Approval"

GENERAL	BUDGET
HS or Campus Position: _____	Budgeted in FY23: _____
Division (School/VC Unit): _____	Funding Duration: _____
Department Name: _____	Fund/Acct #: _____
Department Contact: _____	KFS Account: _____
Dept. Contact Email: _____	Core Funded: <span style="margin-left: 100px;">Yes</span> <span style="margin-left: 100px;">No</span> <span style="margin-left: 100px;">Split</span>
Hiring Manager: _____	Consolidation: _____
	Position # _____ Earn Code _____

POSITION	
Working Title: _____	Appointment Type: _____ <i>Casual/restricted &amp; temporary excluded</i>
Payroll Title: _____	FTE %: _____
Payroll Title Code: _____	New/Replacement: _____
Grade: <i>(if applicable)</i> _____	<i>If replacement, name of previous incumbent:</i> _____
Resubmitting: _____	<i>If replacement, date prior incumbent left:</i> _____
Recruitment Type: _____	<i>Other relevant details:</i> _____

## JUSTIFICATION

Purpose of position: *(write below)*

  
  
  

Impact if position is not filled: *(write below)*

  
  
  

How does this position represent a change from prior year's staffing? *(write below)*

  
  
  

DIVISION APPROVAL	POSITION MANAGEMENT REVIEW COMMITTEE APPROVAL
	<input type="checkbox"/> Approved, with modification: _____  <input type="checkbox"/> Approved  <input type="checkbox"/> Denied
Hiring Manager _____ Date _____	
Dean/Vice Chancellor/ Associate Chancellor _____ Date _____	
	_____ Position Management Review Committee Co-Chair _____ Date _____