



**SOUTH TEXAS COLLEGE
PERSONNEL REQUISITION
WITH UNRESTRICTED FUNDING**

Date	Title From Staffing Plan	Position #	Division/Department	Org. Code
Category <input type="checkbox"/> Direct Wage <input type="checkbox"/> Classified <input type="checkbox"/> Professional Support Staff <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/> Faculty <input type="checkbox"/> Administrative <input type="checkbox"/> Executive			Pay Level _____ Pay Grade _____ (For HR use only)	
			Campus: _____ (Pecan, Weslaco, Starr, etc.)	

POSITION STATUS:

Full Time, Unrestricted funding and in Board approved staffing plan (formerly known as a Regular Position)

Full Time, Unrestricted funding but **not** in Board approved staffing plan (formerly known as a Temporary Position)

Part Time (19 hours a week or less), Unrestricted funding

Desired Starting Date	If Not In Staffing Plan, Please State Ending Date	Working Hours
Refer Applicants To	Phone Number	Fax Number

POSITION IDENTIFICATION:

Position on staffing plan Yes (Skip Funding Source section)
 No (Complete Funding Source section)

Job Description Attached (only if new title or revised responsibilities)

Replacement for: _____

FUNDING SOURCE: (This section required only for positions not in Board approved staffing plan)

To be paid from one of the following: Estimated amount needed _____
(To be completed by Human Resources)

Direct wage pool position number _____

Salary savings from position number(s) _____

APPROVALS

1. _____ Supervisor Date	4. _____ Position Control Date
2. _____ Financial Manager Date	5. _____ Budget Control Date
3. _____ Vice President Date	6. _____ Director of Human Resources Date
	7. _____ President Date

*******POSITION WILL NOT BE ADVERTISED UNTIL ALL SIGNATURES ARE OBTAINED*******