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| tulogo_b.png | **CONTINGENT CATEGORY I** **Position Requisition Form**Office of Human Resources 8000 York Road Towson, MD 21252-0001 410-704-2162 FAX- 410-704-2603 |
| **Please Complete and Obtain Appropriate Approvals**Requisition should be submitted with Contingent I Agreement and new employees a completed TU Application should also be forwarded with the Requisition and Agreement. The department is required to obtain ALL required approvals BEFORE submitting to OHR. **OHR’s approval is REQUIRED BEFORE position can be filled.** |
| **REQUISITION** |
| **[ ]  Initial Request [ ]  Renewal** |
| **POSITION INFORMATION** |
| **Internal Title:** | **Budget Code:** |
| **Division:**  | **Supervisor Name:**  |
| **Department:** | **Timesheet Approval:**  |
| **Type of Appointment: [ ]  If and When Needed** **[ ]  Short-Term/Temporary****[ ]  Flat Rate** | **Schedule: Months**  **Hours per week**  |
| **Term: Start Date       End Date** | **Contract Max:**  |
|  |
| **EMPLOYEE INFORMATION** |
| **Name:**       | **Employee ID:**       |
| **Rate of Pay:** **Hourly**       **Flat Rate**       |  |
|  |
| **POSITION DESCRIPTION** |
| **Summary of Duties:** |
|  |
| **REQUIRED APPROVALS** |
| **Requestor: Date:** |
| **Department Head or Chair: Date:** |
| **Dean or Assoc VP or Asst VP: Date:** |
| **Divisional Budget Officer: Date:** **Approved Salary Cap:** |
| **University Budget Office: Date:** **Current Budget: Funding:** |
| **Provost or Vice President: Date:** |

**For OHR use:**

Budgeted Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Code:\_\_\_\_\_\_\_\_\_\_\_\_ Pay Range:\_\_\_\_\_\_\_\_\_\_ FTE:\_\_\_\_\_\_\_

OHR Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_