

Position Justification Form

PAGE 1: TO BE COMPLETED BY REQUESTING DEPARTMENT

Step 1 – Select the Type of Position Request	
Request	<input type="checkbox"/> New Position <input type="checkbox"/> Transfer <input type="checkbox"/> Title Change <input type="checkbox"/> Promotion <input type="checkbox"/> Reclassification <input type="checkbox"/> Pay Grade Change <input type="checkbox"/> Other (list) -
<i>If Wage Adjustment</i>	<input type="checkbox"/> Market Adjustment <input type="checkbox"/> Equity Adjustment <input type="checkbox"/> Schedule Change <input type="checkbox"/> Promotion <input type="checkbox"/> Reclassification <input type="checkbox"/> <input type="checkbox"/> Pay Grade Change <input type="checkbox"/> Other (list)

Step 2 - New Position Request or Current Position Details			
Department Name		Current Status (Exempt or Non-Exempt)	
Current Position Title	Position #	Incumbent Name	
Current Reports To Title	Position #	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Scheduled Hours per Week	Scheduled Weeks or Months per Year		
Telecommuting Eligible Position? <input type="checkbox"/> Yes <input type="checkbox"/> No			
*Please Indicate Work Location (if other than Holy Cross)			
Please include any relevant/updated job descriptions at the end of this form			

Step 3 - Explanation of Requested Change
Include any other courses of action that have been explored, such as realignment of duties, part-time help, etc. If this is an existing position(s) list, the “From and To information” .

As the requesting department, you are required to have funding established **prior to** submitting this form to Human Resources. We are unable to move forward in the process unless this section is complete.

Step 4 – Proposed Source of Funding and Anticipated Budgetary Impact - Existing Position
Compensation (including fringe benefits - 40% full time, 10% part time)

Step 4 - Proposed Source of Funding and Anticipated Budgetary Impact - New Position
Compensation (including fringe benefits - 40% full time, 10% part time)

Furniture/equipment needs:
If additional office space is needed for this position, please indicate requirements here. This must be discussed with the Chief Facilities Officer for space review and authorization.

Step 5 – Approval	
Department and Division Head approval is required on all requests submitted to Human Resources.	
Budget Manager	Division Head (or Designee)

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PAGE 2: TO BE COMPLETED BY HUMAN RESOURCES, BUDGET, AND FINANCE

Section 1 – Human Resources Recommendations and Approval			
Effective Date		Pay Group	
Job Code		Approved Schedule	
Pay Factors Job Code			
Approved Pay / Target Pay Range		FLSA Status	
Pay Grade Assigned		Regular or Temporary	
Position Long Title			
Reports To Name			
Reports To Position #		Reports To Long Title	
*If there is an impact to reporting structure, please list position numbers, titles, and employees impacted below.			
<p>Vice President of Human Resources (or Designee)</p>			

Section 2 - Budget and Finance Approval			
Source of Funding			
Position #			
Approved Budget			
Budgeted FTE		Account Code	
<p>Budget Approval</p>			
<p>VP for Finance and Assistant Treasurer (or Designee)</p>			

The Senior Vice President for Administration and Finance needs to sign off on any new positions.
<p>Senior Vice President for Administration and Finance (or Designee)</p>

Please include any relevant/updated job descriptions here