

FTE Approval Request Form

Complete this portion for a request that is for a REPLACEMENT with an existing authorized position.

Job Title:		Last Occupant:	
Cost Center:		Fund:	
Department:		Admin/Staff/PT:	
Brief Description of the role		Start Date:	
Why is this position vacant?			
Why is this position needed or justified?			
Why is now the right time to fill this position?			
If this position were not filled, which areas or individual(s) would absorb the work?			

PROCEDURE

1. The requesting manager fills out this form.
2. The requesting manager provides the form to the Line VP for approval.
3. The Line VP takes the request to the President for approval.

If the request is approved:

- A. The President’s Executive Assistant should be copied on the approval and will keep the approval on hand.
- B. When manager receives approval, they post the requisition on Workday and attach the FTE form in step 7 in the job requisition process.
- C. HR Reviews and approves job requisition and it navigates though Workday to the President’s Executive Assistant.
- D. The President’s Executive Assistant approves the job requisition on Workday.
- E. HR posts the requisition on the job board.