

## **Position Requisition - Temporary**

| Position Title:  | Human Resources Use Only   |
|--|--|
| Department/Division:   | Requisition #:   |
| Campus Location:   | Position Code:   |
|  |  |
| Start Date: End Date:  |  |
| Hourly Rate:   |  |
| # Hours per Week: # Weeks:   | # Maximum Hours: Salary Cost*:*  * A minimum of 9% will be added for tax/benefit cost. |
| Funding Source: $\square$ General $\ \square$ Categorical $\ \square$ Gran   | nt   Auxiliary Other (specify):  |
|  | Budget Information   |
|  | Percent:   |
|  | Percent:   |
|  | Percent:   |
| Permanent Staff Savings: ☐ Yes ☐ No  |  |
| Budget Available: ☐ Yes ☐ No Budge   | et Technician Approval: Date:  |
| <ul> <li>Is this position for Special Projects?</li> <li>Does this position require expertise that is not available amo</li> <li>Discuss how this position is critical to the Mission.</li> <li>What will your department/division do if the position is not fue.</li> <li>What are alternative solutions for the position?</li> </ul> |  |
| Submitted by:  | Date :   |
| Supervising Administrator:   |  |
| (Submit complete   | ed form to HR@Redwoods.edu)  |
| Cabinet Approval Signature:Cabinet Comments:   | Cabinet Approval Date:   |
|  |  |