FOR ERIP VACANCIES

Youngstown STATE UNIVERSITY

EMPLOYMENT REQUISITION
PROFESSIONAL / ADMINISTRATIVE POSITION

CONTROL # _____
(For Human Resources use only)

1. DEPARTMENT:

2. POSITION TITLE:

NOTE: *Position description must be attached. Include responsibilities, supervision exercised, and supervisor's title; indicate any revisions* ***in red****.*

3. REPLACEMENT FOR:

_____
(Name of person being replaced)

4. EFFECTIVE DATE OF VACANCY:

5. REASON FOR VACANCY:

ERIP

6. TYPE OF APPOINTMENT:

- ☐ Full-Time
- ☐ Temporary Full-Time from _____ to _____
- ☐ Part-Time (____ avg hrs/wk ÷ 40 = ____ FTE)

Period of employment:

_____

7. REQUESTED BY:

_____ _____
Department Head/Chair Date

☐ Completed *Division Officer's Evaluation of Position to be Vacated* form attached.

8. ☐ Recommended
☐ Not Recommended

_____ _____
Administrative Superior Date

9. REVIEW OF PAY GRADE ASSIGNMENT:

_____

_____
Position Title

_____
Pay Grade

_____ _____
Human Resources Representative Date

_____ _____
Executive Director of Human Resources Date

10. FUNDING VERIFICATION (Budget / General Accounting):

ACCT/GRANT # _____(_____)
5 digit code

Externally Funded? _____ Yes _____ No

12-Month Salary Base *(Externally-Funded Positions Only):*
$_____

_____ _____
Authorized Representative Date

11. ERIP Policy Committee Review
(Required for Policy Guideline Variances)

- ☐ Applicable; **Advance to Committee for Review**
- ☐ Not Applicable; **Advance to Division Officer for Approval**

_____ _____
Human Resources Representative Date

- ☐ Approved
- ☐ Disapproved

_____ _____
ERIP Policy Committee (As Appropriate) Date

13. ☐ Approved
☐ Disapproved

_____ _____
Division Officer Date

DISTRIBUTION: Division Officer; Administrative Superior; Department Head/Chair; Budget; Human Resources HR 3/06