

NITSÁHÁKEES

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SIIH HASIN

NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

Vacant Position Requisition Form

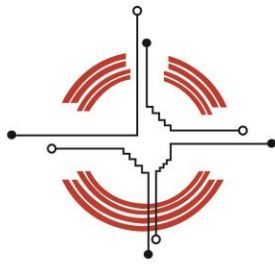
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Doc. 1

SECTION 1		COMPLETE SECTIONS 1 AND 2	
Current Date	Position Title		Requested by Supervisor/Director <i>Sign</i>
Department	Program/Location	Date Needed	Department Dean/Director <i>Sign</i>
New Position?: ___ Yes ___ No If no, name the <u>vacating employee and time in position</u> :		Reason for vacancy:	
Total number of work hours/week (____) hours per week, including holidays; Subject to the availability of funds.		DURATION OF EMPLOYMENT: Start Date: _____ End Date: _____	
POSITION TYPE: ____ Administrator ____ Temporary Support Staff ____ Faculty ____ Student Worker ____ Staff ____ Stipend Payment		IDENTIFY THE EMPLOYMENT LOCATION: CAMPUS/BUILDING: _____ OFFICE Phone No. _____	
SECTION 2 REQUIRED BUDGET VERIFICATION AND APPROVAL			
1) Budget/Account Verified By: BUDGET MANAGER OR CONTRACTS & GRANTS MANAGER		Account Number	Budgeted Salary Amount or Capped Amount:
Date			
SECTION 3 HUMAN RESOURCES DEPARTMENT USE ONLY			
2) H.R. Director's Signature		Date	3) President's Signature (Approved by):
			Date
Position Number	FLSA Classification	Position/Contract Type FULLTIME: ☐ FAC 9/10 mos ☐ GEN 9/10 ☐ GEN 12 mos TEMPORARY: ☐ Temporary FT ☐ Temporary PT	
<u>Pay Grade-Step</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Position Filled By	Start Date	Starting Salary	Human Resources Staff Review/Action

REQUIRED ATTACHMENTS:

- Completed Employment Application
- Position Description
- Justification Memorandum
- Funding Budget Narrative



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CONTINUED... SECTION 1

The following is pertinent information for the **Full Time or Temporary** Employment contract:

Position Title: _____

Name of Supervisor: _____

Date of Contract: From: _____, To: _____

Duration of employment (wks): _____ weeks

Weekly work hours: _____ hours

Total Contract hours: _____ hours

Hourly Wage: \$_____ per/hour

Contract Salary: \$_____

Fringe Benefits \$_____

Grand Total: \$_____

Account Number: _____

Additional Notes:
