

REQUEST FOR STAFF POSITION FORM

The purpose of this form is to provide position and funding details and provide organizational justification to submit a request for 1) **new budgeted staff position**, 2) **vacant staff position to redeploy**, 3) **new staff position due to department reorganization**, or 4) **filling an existing/replacement staff position**. This form must be completed to initiate the review and approval process.

1. Before you begin completing this form, confirm funding for the staff position request through the Office of Budget and Planning at oklochkova@wpi.edu.
2. The Division of Talent and Inclusion office will review and approve position requests. The Compensation Analyst will complete salary benchmarking, if needed, and may provide further consultation. The average turnaround time may take up to a week to complete the new position request prior to initiating the job requisition process. If you have any questions while completing this form, please contact the Division of Talent & Inclusion at ext. 5470 or talent@wpi.edu.
3. This form must be completed to initiate the review and approval process.

Type of Staff Position	How to Submit Form
New Operating Funded Staff Positions	Please submit completed form and job description to Division of Talent & Inclusion at talent@wpi.edu . Please write on the email subject line: <i>New Position Request</i>
New Staff Positions in Academic Affairs	Please submit completed form and job description to Office of Provost at ksullivan@wpi.edu . Please write on the email subject line: <i>New Position Request</i>
Replacement Staff Positions	You may create a job requisition in Workday and select the vacant position in your supervisory organization. Please upload completed form in the <i>Attachments</i> tab on the job requisition to initiate the approval process.

4. Staff position requests will be approved to post in Workday upon requisition review committee approval decision. Please refer to the guidelines and the requisition review meeting schedule on this form or on the [Talent and Inclusion website](#).

NOTE: This form does not apply for hiring temporary/seasonal, student or contingent (non-paid WPI) workers. Please refer to the appropriate job aid on the [WPI Hub site](#).

SECTION 1: POSITION DETAILS

1. Division:	
2. Supervisory Organization (Hiring Manager):	
3. Job Posting Title/Business Title:	
4. Number of Positions to be filled:	
5. Anticipated Start Date:	6. Targeted End Date/Compensation End Date: <i>(if applicable i.e., funding is only available for a specified period)</i>
7. Position Status (select one of the following): Full time Part time (FTE % -- ____)	8. Position Type (select one of the following): Regular Staff (<i>Salary or Hourly</i>) Regular Fixed Term (<i>Positions with a specified end date</i>)

9. Position Budget: \$ _____

The budget amount should be verified with the Office of Budget prior to submitting this request and the Compensation Analyst will determine salary benchmarking for the new position. Please note if benchmarking amount exceeds position budget, you may need to identify additional funding sources.

10. Is this a Staff Replacement? Yes No	Effective Date of Position Vacancy _____	Employee/Incumbent to be Replaced _____	Reason for Vacancy:
If yes, please provide replacement details.			

11. Job Description – REQUIRED DOCUMENT
 Please attach a detailed job description including **summary, responsibilities and requirements** as a separate Word document when submitting this form. If you need assistance preparing a job description, click on the [Job Description Template Guide](#). Please note, you will have the opportunity to edit this information during the job requisition process.

SECTION 2: FUNDING DETAILS

If you need assistance with completing the funding details, please contact Office of Budget and Planning at oklochkova@wpi.edu.

Position Funding/Request Reason (*select one of the following*):

Budgeted [APBP New]	Fiscal Period FY20____ - 20____	Cost Center Number _____	Provide Explanation:
Reallocated/Non-Operating Funding [APBP New]	Fiscal Period FY20____ - 20____	Cost Center Number _____	Provide Explanation:
Approved Operating Budget Overage	Fiscal Period FY20____ - 20____	Cost Center Number _____	Provide Explanation:
Budget Re-deployment Please provide positions details where the budget is being redeployed from and/or provide operating budget line for additional funding. <i>NOTE: The indicated position will be closed and unavailable to fill in the future.</i>	Position Title _____ Position Number _____	AND/OR	Ledger Account _____ Cost Center _____
Gift/Designee Funded Only for positions fully funded by gift/designee funds.	Cost Center Number _____	Gift Number _____	Fund Number _____ Designee Number _____
Grant Funded Only for positions fully funded by grant.	Grant Name _____ Grant Number _____	Award Begin Date _____ Award End Date _____	Cost Center Number _____
Startup Funded Only for positions fully funded by startup funds.	Cost Center Number 1136-CC _____	Designee Number _____	

SECTION 3: JUSTIFICATION (FOR STAFF POSITION REQUESTS ONLY)

Worcester Polytechnic Institute has established a [Staff Requisition Review and Approval Process](#) to support our efforts to strengthen our stewardship of institutional resources and create a consistent manner in which to consider staffing requests outside of the annual budgeting and planning process. This Staff Requisition Review and Approval process applies to all staff positions at all levels, including full-time regular, part-time regular and seasonal/temporary positions.

NOTE: The following staff positions are exempt from the requisition review process:

- *Positions approved through APBP (Annual Budgeting and Planning Process)*
- *100% grant funded positions*

1. What has created the need for this new position request?

2. How is this work currently getting done and by whom?

3. How many similar positions do you have within the department and/or other departments? Please provide all similar titles.

4. What impact will there be on the department, institution or achievement of strategic priorities if this position is not filled?

5. What alternatives to filling the position have been considered? (e.g., reallocation of duties, outsourcing, etc.).

6. Please provide position budget details. If this is a replacement that exceeds current budget, please describe funding plan.

7. If this position is not budgeted, how will it be funded?

Submitted By:

Date Submitted:

STAFF REQUISITION REVIEW AND APPROVAL PROCESS**Purpose**

This Staff Requisition Review and Approval Process will support our efforts to strengthen our stewardship of institutional resources and create a consistent manner in which to consider staffing requests outside of the annual budgeting and planning process. Please note that this process only applies to staff positions across the institution.

Scope

This Staff Requisition Review and Approval Process applies to all staff positions at all levels, including full-time regular, part-time regular and seasonal/temporary positions. *Faculty positions and 100% grant funded positions are exempt from this process.*

General Guidelines

Managers must seek approval to recruit for positions by creating a job requisition in Workday, including all required approvals, whenever a department wishes to:

1. Fill an existing/replacement position when there is a vacancy, or
2. Redeploy an open position with a different title or salary grade than is currently funded.
3. Hire a seasonal and/or temporary employee.
4. Create and fill a new budgeted position outside of the Annual Planning Budgeting Process (APBP).

Requisition Review and Approval Process

1. The hiring manager/department will create the job requisition in Workday including all applicable sections. The hiring manager/department will be required to complete a justification request in Workday and respond to the following questions below to initiate the review and approval flow.

Requisition Justification Questionnaire

- a) What has created the need for this request?
 - b) How is this work currently getting done and by whom?
 - c) How many similar positions do you have in the department? Please provide all similar titles.
 - d) What impact will there be on the department, institution or achievement of strategic priorities if this position is not filled?
 - e) What alternatives to filling the position (i.e. reallocation of duties, outsourcing, etc.) have been considered?
 - f) Please provide position budget details. If this is a replacement that exceeds current budget, please describe funding plan.
 - g) If this position is not budgeted, how will it be funded?
2. The HR Talent & Inclusion will review the request and ensure the job duties, requirements and pay grade are consistent with the position as described. If not, a Talent & Inclusion Partner will recommend changes and work with the hiring manager to revise the request. If these criteria have substantially changed from the original submission, a new job requisition may be required for review. It is the hiring manager's responsibility to check the job requisition for accuracy and contact Talent and Inclusion Partner immediately if there are any discrepancies.
 3. The Requisition Review Committee will review staff requisitions and justification responses on a monthly basis ([refer to the meeting schedule](#)). The Committee members will include Vice President, Talent & Inclusion and Chief Diversity Officer, Executive Vice President/CFO, Provost, and Associate Director of Talent Acquisition.

The committee will consider the following criteria in their review and approval decision:

- a. Is this a new position that is funded or not funded in the current operating budget?
- b. Is this a replacement position that is currently funded/budgeted with the same title, level and compensation?

- c. Is this a position currently funded/budgeted in operating budget that has been vacant and unposted that can be redeployed? Is the request to redeploy a vacant position at a higher title, level and/or salary range?
- d. Is this position request necessary or required based on the Requisition Justification Questionnaire?

Requisition Review Committee Meeting Schedule <i>Regularly Scheduled Meetings are monthly on Wednesdays at 9:00am</i>	
Requisition Review Committee Meeting Date	Deadline to submit Requisition & Justification in Workday
Wednesday, January 8, 2020	Monday, January 6, 2020
Wednesday, January 22, 2020	Tuesday, January 21, 2020
Wednesday, February 19, 2020	Monday, February 17, 2020
Wednesday, March 18, 2020	Monday, March 16, 2020
Wednesday, April 15, 2020	Monday, April 13, 2020
Wednesday, May 13, 2020	Monday, May 11, 2020
Wednesday, June 10, 2020	Monday, June 8, 2020
Wednesday, July 22, 2020	Monday, July 20, 2020
Wednesday, August 19, 2020	Monday, August 17, 2020
Wednesday, September 16, 2020	Monday, September 14, 2020
Wednesday, October 14, 2020	Monday, October 12, 2020
Wednesday, November 11, 2020	Monday, November 9, 2020
Wednesday, December 9, 2020	Monday, December 7, 2020