

**UC Agriculture and Natural Resources - Academic Position Management Form  
for Direct Hires, Soft-Funded Recruitments, and Recall Requests**

Once all approval signatures obtained, submit to: [humanresources@ucanr.edu](mailto:humanresources@ucanr.edu) and track via Service Now

Initiator Name:

Initiator Email:

Submission Date:

**POSITION INFORMATION**

Request Type:	<input type="text"/>	Proposed Job Title:	<input type="text"/>	<u>Proposed Job Code:</u>	<input type="text"/>		
Employee Class:	<input type="text"/>	Proposed Start Date:	<input type="text"/>	% Time:	Fixed      Variable		
Department:	<input type="text"/>	Proposed End Date:	<input type="text"/>	Salary Admin Plan:			
<u>Location Code</u> :	<input type="text"/>	Office/Room/Cube #:	<input type="text"/>	FLSA Status	Grade:		
Supervisor Full Name:	<input type="text"/>	Supervisor Position Number:	40	Information Populated By HR Ops if NEW; Populated by location if VACANCY			
Timesheet Approver Name:	<input type="text"/>	Timesheet Approver Email:	<input type="text"/>			Position Number:	<input type="text"/>
Backup Timesheet Approver Name:	<input type="text"/>	Backup Timesheet Approver Email:	<input type="text"/>			Position Status:	<input type="text"/>

**RECRUITMENT INFORMATION**

Identified Candidate:	Yes	No	Candidate Name:	<input type="text"/>	CV/Resume	Yes	N/A
Position Working with Youth:	Yes	No	Fingerprint/ Background Check Type:	<input type="text"/>	Transcripts	Yes	N/A
PD Attached	Yes	Campus PD	Candidate Status	<input type="text"/>	Visa Sponsorship:	Yes	No
Work Plan:	Yes	No/NA	Multi-Campus Appointment	<input type="text"/>	Visa can take 6+ months, and cost up to \$6,738 for initial request. Contact <a href="mailto:bsisman@ucanr.edu">bsisman@ucanr.edu</a> .		

**JUSTIFICATION**

Justification should include reason for position request, anticipated end date of the project, source of funding, any budgetary restrictions or relevant information about the the contract/grant. For instance, if there are insufficient funds in the account for term of employment, identify how the position will be paid.

**BUDGET AND FINANCIAL INFORMATION:**

<b>Estimated Recruitment Budget:</b>	<b>Estimated Advertising Budget:</b>
<b>COA for Recruitment Expenses:</b>	<b>COA for Background Check:</b>
<b>COA for Visa Sponsorship:</b>	

**SALARY INFORMATION**

<b>Fund Type:</b>	<input type="text"/>	<a href="#">Composite Benefit Rate:</a>	<input type="text"/>	<b>Provision Amount (\$):</b>	<input type="text"/>	<b>New Provision:</b>	<input type="text"/>
Fund Effect. Date	Fund End Date	Earn Code	Chart of Account (Entity-Fund-Financial Dept-Purpose-Program-Project-Activity-Task-Award)				Pay Dist % (Must add up to 100% per Earn Code)

**ROUTING INFORMATION**

Select the applicable routing option to ensure you receive appropriate and timely approvals.

**Select Routing Flow\***      UCCE      Research and Extension Center      Statewide Program      Identify:

**Identify Financial Control Point:**            [UCPath Departments and Business Officer List](#)

**SIGNATURES**

Please sign the form electronically and send, by email, to the appropriate parties. Missing signatures could mean significant delays in approval and processing.

<b>Supervisor (1)</b>		<b>RPM (4b)</b>	
<b>Director (2)</b>		<b>AHR (5)</b>	
<b>Statewide Program Director (3)</b>		<b>Vice Provost (6)</b>	
<b>Financial Control (4a)</b>		<b>Additional Approvals</b>	

\*Routing Flow: Initiator -> Supervisor -> Director-> Financial Control -> AHR -> HR Ops

## ACADMIC DIRECT HIRE CHECKLIST

### Select All that Apply

This position is limited, less than one year

The Proposed Candidate has the relevant skills and knowledge to perform the duties

The Proposed Candidate has unique skills, abilities and qualifications not typically found within the limited time frame

This person has performed this position previously, or is currently employed in the unit

This person has previously been recruited for and is currently employed in the UC

There are demonstrated recruitment difficulties for this position

There are health and safety reasons which make recruitment difficult

### Conflict of Interest

The Direct Hire is being recommended based on the above justification and there is no conflict of interest or pressure leading to the selection.

**Project Description** (please provide a short description of the research project and associated end date)

~ *Temporary direct hire appointments **may not exceed 12 months in duration.** Please openly recruit if it is anticipated to extend past 12 months.*

~ *Sufficient funding shall be available for the entire appointment period.*

~ *This form is not used for Recall appointments.*