

Date submitted



UNIVERSITY OF  
**GEORGIA**  
Student Affairs

## Request to Fill a Position

Kathryn

Brandie

Amanda

### Employment status

Choose one: ☐ Full-time ☐ Part-time

Choose one: ☐ Regular ☐ Temporary

Department \_\_\_\_\_

Name of requestor \_\_\_\_\_

OneUSG Position # \_\_\_\_\_

Vacated by \_\_\_\_\_

Working title \_\_\_\_\_

Reason Position was vacated \_\_\_\_\_

BCAT Code \_\_\_\_\_

\_\_\_\_\_

Maximum Salary offer \_\_\_\_\_

\_\_\_\_\_

### Payment account type: (check all that apply)

☐ State/Tuition ☐ Dept. Sales/Service ☐ Restricted ☐ Auxiliary ☐ Student Fee Budget

### Justification:

Please use the space provided below to include justification of need to fill/create position and any pertinent budget information if a redirection of funds is necessary to offer a salary at the maximum salary offer amount.

*This request is submitted with the understanding that the position is mission critical and all funds associated with the request are available and are not required to meet any budget reductions or program redirections.*

Once approved (or not), this form should be returned to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

### Step 1: Person completing this form should obtain the following 4 signatures, then send to the OVPSA

1. \_\_\_\_\_  
Name of Unit HR Rep

\_\_\_\_\_  
Signature of Unit HR Rep

2. \_\_\_\_\_  
Name of Budget Rep.

\_\_\_\_\_  
Signature of Budget Rep.

3. \_\_\_\_\_  
Name of Unit Director

\_\_\_\_\_  
Signature of Unit Director

4. \_\_\_\_\_  
Name of Admin Team Member/Associate Vice President

\_\_\_\_\_  
Signature of Admin Team Member/Associate Vice President

### Step 2: OVPSA Approval

\_\_\_\_\_  
Michelle G. Cook

\_\_\_\_\_  
Date