

**Request for New FTE (Regular, On-Going Positions)
Business Operations**

Department Name: _____ Area: _____

Title	Basic Duties	Target Salary	Efficiencies Position Brings to Department	Are Duties Currently Being Performed? If So, By Whom?	How Will Position Be Funded? <i>Include chartfield (org/fund/account)</i>	6 and 12 Month Goals

Submitted By: _____

E-Mail Address: _____

Phone: _____

Fiscal Approval: _____

Director Approval: _____

Submit completed form to Lisa McCurdy, Business Operations HR, 105 Stores & Receiving Building, 2650 Kenny Road, Fax: 2-5666