

West Chester University
Request to Hire Staff (R2H) Form (Non-Faculty)
(Revised April 2008)

Attached are guidelines to assist you when submitting Request to Hire Staff (R2H) Forms. Please feel free to share with the appropriate faculty and staff in your college or division. The form and guidelines are also available via the Human Resources and Budget Office websites.

For WCU recruitment information please go to the Human Resources website under "Employment" at the following link www.wcupa.edu/hr/recruitment/documents/web8step.ppt.

General information

This form is the first step in creating or filling all non-faculty staff positions (both permanent and temporary) and must be completed in order to post and hire all non-faculty positions. A Request to Hire Staff (R2H) form is used as not only a budget approval form but is the initial step in the WCU hiring process for all non-faculty positions.

Most of the form with the exception of Section 4 (Requester/Supervisor Signature) and Section 5 (Administrative Review) can be completed on the computer using the template. Use the "Tab" key to move forward to each new field or Shift "Tab" to move backwards through the form fields. Forms must be submitted as outlined below via campus mail (no electronic submissions allowed at this time):

- **New FTE/Positions** – form must be filled out in its entirety including all appropriate signatures then forwarded to the Budget Office for budget review, approval and assignment of a new complement number.
- **Existing Permanent FTE/Positions** – form must be filled out in its entirety including all appropriate signatures then forwarded directly to the Human Resources Office.
- **Temporary FTE/Positions** – form must be filled out in its entirety including all appropriate signatures then forwarded to the Budget Office for budget review and approval.
- **FTE/Classification Changes** – includes any changes in FTE or classification to an existing permanent position. Form must be filled out in its entirety with all appropriate signatures then forwarded to the Budget Office for budget review, approval and revisions to position record. Note: Any position reclassification must be coordinated through the Human Resources Office.

See Sections 4 and 5 below for appropriate approvals.

Required Information

Section 1: Position Information -- must be completed in its entirety by the fund center manager where the position is budgeted. The following information must be completed accurately or the form will be returned:

- **Check Off Boxes** – all applicable boxes must be identified to assure accurate posting of the position.
- **Previous Incumbent's Name** – enter name of last employee who filled the position. If this is a new position that has not previously been filled, simply type "NEW" in the space provided.
- **Separation Date** – enter the employment end date for the last employee who filled the position. Not applicable for new positions.
- **Fund Center Name** – enter department SAP Fund Center where the position is budgeted or for temps where the employee will be assigned. (See SAP Crosswalk to obtain correct fund center information at www.wcupa.edu/information/afa/Fiscal/SAP/CrxWalk.asp)
- **Position Title** – enter title of position (example -- Director XXXXX, Budget Manager, etc.)
- **Position Classification** – enter bargaining unit designation for the position (example -- Clerk Typist 2, Police Officer 1, Manager 150, etc.). Must also check off classification change box to denote if the position is being upgraded, downgraded, etc.
- **# of Hours Per Pay Period** – enter number of hours per pay period that an employee will work (i.e. usually 75 for permanent staff positions).

West Chester University
Request to Hire Staff (R2H) Form (Non-Faculty)
(Revised April 2008)

- **Work Schedule** – enter hours/day worked as well as days/week (example – 0800 -- 1630, M-F).
- **Start Date/End Date** – must be identified for all **temporary positions only**.
- **SAP Fund Center** – for permanent positions enter the fund center where the position is budgeted. For temporary positions, enter the fund center where the employee will be assigned and payroll expenses charged during employee's temporary employment.
- **Permanent Comp #** -- enter the five-digit complement number (as identified on PeopleSoft "WCU – Show Complement") for all requests to fill an existing permanently-funded position. For requests for a "NEW" position, please leave blank as the new number will be assigned by the Budget Office during the review process. If the request is for a temporary replacement for a permanently funded position, enter both the five-digit permanent complement number as well as the temporary complement number where the employee will be assigned.
- **Temp Comp #** -- information must be entered for all requests to hire temporary employees. Temp Comp #'s are the unique three-letter fund center prefix assigned to all fund centers allowed personnel expense followed by a ".T" for salaried temps and ".W" for hourly (wage) hires. This prefix can be identified on the PeopleSoft "WCU HR Sho Dept" screen as "Department".

Section 2: Recruitment Information – information must be provided so that Human Resources can post position advertisements. "SAP Fund Center to charge for placement of ad" must reflect the ten digit SAP fund center funding the advertising costs. Human Resources will automatically post positions to the University website. All management/professional positions will also be posted to "higheredjobs.com" and "insiderhigheredjobs.com".

Section 3: Funding Information – funding sources for all new permanent FTE, position upgrades or temporary hires must be provided. The Budget Office will then review the availability of funds in the source identified prior to approving the request and forwarding to Human Resources for processing. "Amount" should reflect at least an estimated cost for the request (actual costs will be determined once position has been filled). This amount provides a guideline for reviewing budget availability.

Section 4: Requestor/Supervisor Signature – is required for all requests and should reflect the name/signature of the fund center manager as identified in SAP.

Section 5: Administrative Review – is required for all requests and is dependent upon the approved authorized level of decentralization for personnel budgeting within a division.

- **Dean/Director/Associate VP** -- this signature is required for all submissions.
- **Vice-President** – this signature is required all new permanent FTE.
- **President** – this signature is required for all new permanent FTE.

Section 6: Exception Action – for Budget Office use only.

Section 7: Budget Office Action – for Budget Office use only.

The Budget Office will review SAP fund center and complement information and verify budget availability. Once this review has been completed, the Budget Office will forward the approved form to Human Resources for processing.

Section 8: For Human Resources Only – for HR/Payroll use only.