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: https://sharepoint.wcupa.edu/vp/afa/HR/Recruitment/Shared%20Documents/Forms/AllItems.aspx

General information

A Request to Hire Staff (R2H) form is used as a budget approval form and as the first step in creating or filling all non-faculty staff positions (both permanent and temporary). The form must be completed in order to post and hire all non-faculty positions.

Most of the form, with the exception of sections requiring signatures (Section 3-Requestor/Supervisor, Section 4-Administrative Review, Section 5-Budget Office Action, Section 6-Administrative Approval, and Section 7-For Human Resources Use Only), can be completed on the computer directly on 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 to the Budget Office upon completion of Sections 1-4. Any position reclassification requests must be coordinated through the Human Resources Office.

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 ensure accurate posting of the position.
- **Previous Employee’s Name** – Enter name of the employee who last filled the position. If this is a new position that has not previously been filled, simply type “N/A” per the form.
- **Separation Date** – Enter the employment end date for the last employee who filled the position. If a new position, enter “Not applicable”.
- **Position Effective Date** – Enter the effective date for the action (the date the position should be created which may not be the same as the date filled).
- **Start Date/End Date** – Must be identified for all temporary positions only.
- **SAP Fund Center Number** – Enter the SAP Fund Center number where the position is budgeted for or for temps, where the employee will be assigned. (See SAP Crosswalk to obtain correct fund center information at:
  - **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: https://sharepoint.wcupa.edu/vp/afa/finance/Crosswalks/Forms/AllItems.aspx
- **Bargaining Unit** – Select the appropriate bargaining unit for the position the request is being completed for from the pulldown menu.
- **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).
- **Work Schedule** – Enter hours/day worked as well as days/week (example – 0800 -- 1630, M-F).
- **Work Location** – Enter the location of the current or prospective employee’s location once the
change is effected.

- **SAP Position #** - Enter the eight-digit number for all requests to fill an existing permanently funded position. For “NEW” position requests (permanent or temporary), please leave blank; the new number will be assigned by Human Resources.
- **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”.
- **CMS 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 “NEW” position requests, please leave blank; 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.

**Section 2: 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.

- **Type of position change** – Select the type of position change being requested from the pull-down menu. If selecting “Classification Change”, please provide additional information regarding the old and new classification in the space provided.
- **From: SAP Position # or Pool #** – Provide the source of funding for the position.
- **To: SAP Position # or Pool #** – Provide the position # to be funded.
- **Salary $ Amount** – Provide the dollar value for the salary of the position.
- **Benefits $ Amount** – Provide the benefit value (or best estimate) for the position.
- Final salary & benefit amounts will be determined once position has been filled. This amount provides an estimate for reviewing budget availability.

**Approval Routing – forms must be routed in the following order:**

- **Section 3: Requestor/Supervisor Signature** – is required for all requests and should reflect the name/signature of the fund center manager as identified in SAP.

- **Section 4: 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/AVP** -- this signature is required for all submissions.
  - **Vice-President** – this signature is required for all submissions.

- **Section 5: Budget Office Review**
The Budget Office will review SAP fund center, complement information, and verify budget availability. Once completed, the Budget Office will forward the approved form to the appropriate level of authority. If the request is for something other than a new position or an upgrade, the Budget Office will route the request to Human Resources for processing. If the request is for a new position or an upgrade, the form will be routed to the Executive Vice President’s office for signature. Once the President signs the form, it will then be routed to Human Resources for processing.

- **Section 6: Administrative Approval – NEW POSITIONS AND UPGRADES ONLY**

  - **Executive Vice President** – This signature is required for all new permanent FTE or upgrade requests.
  - **President** – This signature is required for all new permanent FTE or upgrade requests.

- **Section 7: Human Resources** – for HR/Payroll use only.