West Chester University
Request to Hire Staff Form (R2H) Non-Faculty
Instructions

The Request to Hire Staff form (R2H) is used to document all position addition/change requests. It serves as a budget approval process when creating or filling all non-faculty staff positions (both permanent and temporary), requesting position reclassifications and promotions, and any other position changes with budget impact. Position re-classifications must first be coordinated through the Human Resources Office. The form must be completed in order to post and hire all non-faculty positions.

Sections 1, 3 and 7 of the form can be completed directly on the excel template. Use the “Tab” key to move forward to each new field or Shift “Tab” to move backwards through the form fields. Note that the shaded boxes in section 1 are drop down menus. Until we can implement electronic signatures, the signature lines in Section 2, Section 3, Section 4, Section 5, and Section 6 currently require actual signatures.

R2H forms must follow the approval routing process detailed below.

Section 1: Position Information
Must be completed accurately by the Requestor/Supervisor of the department where the position is budgeted or the form will be returned.

- **Check Boxes** – All applicable boxes must be checked to ensure accurate processing of the request.
  - New Position – brand new FTE, base or temporary
  - Existing – currently existing positions, base or temporary
  - Permanent – base funded
  - Temporary – not base funded
  - Extension – used to extend a temporary position
  - Emergency Hire – Temporary hire without recruitment (no position posting)
  - Recruitment – Is this position to be posted and recruited? Check appropriate box (yes or no)
  - Change FTE to – increase or decrease to current position work schedule
  - Interim Appointment (name) – For those permanent individuals temporarily filling vacant base funded positions

- **Type of position change** – Select the type of change being requested from the drop down list. If selecting "Classification Change" (either upgrade or downgrade), please provide the current and new classification on the line provided. The HR approved MPQ/Job description for the new classification must be attached when submitting the R2H form.

- **SAP Position #** - Enter the eight-digit SAP position number of the position being processed. For "NEW" position requests (permanent or temporary), please leave blank; the new number will be assigned by Human Resources.

- **SAP Fund Center Number/Name** – Enter the SAP Fund Center number and name. See SAP Crosswalk to obtain the correct fund center information.

- **CMS Comp #** – Enter the five-digit CMS complement number of the position. This number can be found on the PBM personnel reports distributed to the authorized users. For "NEW" position requests, or if unknown, please leave blank and the number will be input by the Budget Office during the review process.

- **Position Title** – Enter the title of position (example -- Director XXXXX, Budget Manager, etc.).

- **Employee Name** – Enter the name of the employee and check the appropriate box:
  - Previous – Name of last holder of the position (list separation date on next line)
  - Current - Name of employee currently in the position
  - N/A - if this is a brand new position

- **Separation Date** – Enter the employment end date if the previous employee check box is selected for the Employee Name field.

- **Bargaining Unit** – Select the appropriate position bargaining unit from the drop down menu.
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- **Position Classification** – Select the appropriate classification from the drop down menu. Please note, *the list is in bargaining unit order*. If an upgrade/downgrade/in-grade promotion, then select the new classification. If the appropriate classification is not in the menu, type in the correct information.

- **# of Hours Per Pay Period** – Enter the 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 and days/week (example – 0800 -- 1630, M-F).

- **Work Location** – Enter the building/address of the current or prospective employee's work location.

**Information applicable to Temporary positions:**
- **Start Date/End Date** – Must be identified for all temporary positions.

- **Temp Comp #** – Information must be entered for all requests to hire temporary employees. Temp Comp #'s are the unique three-letter alpha code assigned to all fund centers with personnel expenses followed by a "T" for salaried temps and "W" for hourly (wage) hires. This information is available in PeopleSoft and if it cannot be identified, please leave it blank.

- **Supervisor and Leave/Time Approver** – Enter the current or new Supervisor and Leave Time Approver.

**Section 2: Requestor/Supervisor Signature** – Required for all requests and should reflect the name/signature of the fund center manager as identified in SAP. The requestor/ supervisor must attach the HR approved MPQ/Job description for all new FTE requests and position upgrades.

**Section 3: Division Budget Review/Funding Information**
- **From: SAP Position # or Pool #** – Provide the 8 digit SAP position# or pool position# that is the source of funding for the R2H request.

- **To: SAP Position # or Pool #** – Provide the 8 digit SAP position # to be funded. If the position is a new FTE request, please leave this box blank.

- **Salary $ Amount** – Provide the estimated salary dollar value of the position or request an estimate from the Budget Office. Used to gauge budget availability.

- **Benefits $ Amount** – Provide the estimated benefit value for the position or request an estimate from the Budget Office. Used to gauge budget availability.

Note: Final salary & benefit amounts for new FTE will be determined once the position has been filled.

- **Budget Manager Approval** - This signature is required for all submissions.

**Section 4: Administrative Review** – This section is required for all requests and is dependent upon the approved authorized level of decentralization for personnel budgeting within a division.

For New Lines, check one of the following boxes:
- **Funded specifically in New Base Request** (annual critical needs/new base process).
- **Revision to Original New Base Request** – If President approved base is different than the manner originally intended, please attach a document outlining the change or use the comments box in section 7.
- **Other** – If the request is outside of the new base process, please attach supporting documentation that describes the reason for the request.

- **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 sections 1-4 and then will forward the approved form to the next step based on the Routing for Signature Authority.

Section 6: Administrative Approval – ***NEW POSITIONS, UPGRADES and REPURPOSING of EXISTING LINES***

- Executive Vice President – This signature is required for all new permanent FTE, upgrade requests, and repurposing of any existing lines.
- President – This signature is required for all new permanent FTE, upgrade requests and repurposing of any existing position lines.

Section 7: Comments – Please use this section to help clarify the intent of the submitted R2H form.

Routing for Signature Authority
Routing for New Base FTE or Position Upgrades/In-grade promotions/Repurposing Existing Positions:

- Starts with Supervisor, Section 2
  - Division Budget Manager, Section 3 (for A&F Division, the Budget Office)
  - Dean/Director/AVP, Section 4
  - Vice President, Section 4
  - Budget Office, Section 5
  - EVP and President, Section 6
  - Budget Office → Human Resources for processing

Routing for all other Position Changes:

- Starts with Supervisor, Section 2
  - Division Budget Manager, Section 3 (for A&F Division, the Budget Office)
  - Dean/Director/AVP, Section 4
  - Vice President, Section 4
  - Budget Office, Section 5 → Human Resources for processing