



# University of Louisiana at Lafayette

Office of Human Resources

## Position Request Form (PRF) Instruction Sheet:

The purpose of the Position Request form is to ensure proper approval for positions, prior to advertising and filling of new or vacant positions. This form is used for the creation of new positions, the maintenance of existing position attributes, title changes, funding source/salary range adjustments, etc. Any questions related to this form can be addressed to the office of Human Resources: Martin Hall, Room 170; 337-851-6242 or [humanresources@louisiana.edu](mailto:humanresources@louisiana.edu).

- Position Title: required** Full title of position
- Department Name: required** Department assigned is usually where the employee physically works. This is also the department where the payroll check will be sent.
- Department No.: required** Assigned Department number corresponding to the department above.
- Desired Effective Date:** Proposed date for position to be filled, or change in position attribute to be effective.
- Requested Action: required**
- Replacement for:*** If an existing position, that is simply being advertised and filled, check this option and indicate the incumbent name or CLID in the allotted blank.
  - Reclassification:*** If retitling an existing position, due to a change in org/reporting and duties, then check this option. In comments indicate the previous title, and justification for the new title
  - Title Change:*** If simply retitling an existing position, without change in org/reporting, or duties, then check this option. In comments indicate the justification for the new title.
  - New position:*** If a new position, not currently existing in your budget as an available line, check this option to create.
  - Funding/Salary Change:*** If changing the funding source for a vacant position, or the approved hiring range, check this option to edit, and also complete the funding source section. For existing employees/non-vacant positions, utilize the Personnel Action Form (PAF)
  - FTE Change option:*** completed **ONLY** if the employee is changing their FTE, and is to be left blank otherwise when completing this form. An employee's FTE (full-time equivalent) represents the percentage of the employee's work schedule compared to a 40 hour/week schedule. For example, an employee who works 40 hours per week is 100% FTE, while an employee who works 20 hours per week is 50% FTE.

**Position Type: required**

Select the appropriate category of employee:

*Faculty* is a teaching position

*Unclassified* is a non-Civil Service Staff member in a non-temporary position

*Classified* is a Civil Service position that is non-temporary

*WAE* is a Civil Service position that is temporary in nature (can work up to 1245 hours in a 12 month period, and is typically ineligible for holiday, leave, benefits, or retirement).

*Emergency Temporary* is a temporary Unclassified position, occupying a vacant, established line in the budget. If a line is not available, this will need to be indicated as a "New position" in the Requested action section.

*Salaried*- Must be paid a minimum of \$455 weekly (gross) to be considered exempt and paid a salary. Most Unclassified positions and Faculty will select this option.

*Hourly*- applicable to nonexempt employees (paid hourly). All Classified and WAE employees are paid hourly.

*Standard University Hours* Select this option if this position works the typical University scheduled hours. Any deviations from this schedule can be indicated in the Comments/Justifications section.

**Funding Source required:**

Department Name- The name of the budgeted department/program/fund account.

Account No.- The account number for the above dept./program/fund

Percent- Indicate the percent of funding the above account covers. If it is the sole funding source, notate 100%. If the position is funded by multiple accounts, please breakdown this information in the comments/justification section.

Hiring Range- Indicate the Minimum, Mid-range, and maximum salary figure for the position. If you wish to adjust this range in the recruitment phase of the hiring process, you will need to submit a new PRF and amend this section.

Comments/Justification- Utilize this section to explain funding source, justification for the position, and any other relevant information related to the request.

**Human Resources:** This section is to be completed only by the Office of Human Resources' staff.

**Budget Office:** This section is to be completed only by the Administrative Services-Budget Office's staff.

**Action Requested by:** **required** Print the name of the submitting party (typically the hiring manager), email and phone contact, and sign in the allotted signature blank.

**Review:** Routed through typical chain-of-command.



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Position Description Form Instruction Sheet: (submitted with the PRF)

In order to best review your position, it is crucial that a position description be completed. Also attach an organizational chart indicating the reporting structure and other employees in the home department for this position. **This page is required. Also ensure an org chart showing the requested position within your department/division.**

**Position Title:** Full title of position

**Department Name:** Department assigned is usually where the employee physically works. This is also the department where the payroll check will be sent.

**Department No.:** Assigned Department number corresponding to the department above.

**Effective Date:** Proposed date for position to be filled, or change in position attribute to be effective.

**Reports to:** Direct supervisor for this position. Typically whomever approves employee time, determines works schedule, conducts performance evaluation, etc.

**Incumbent:** Indicate the incumbent name or CLID in the allotted blank.

**Classification (HR):** This section is to be completed only by the Office of Human Resources' staff.

**Position Summary:** An overview of the scope of the position, the relevance to the departments goals/missions, and general summary of major duties performed.

**Position duties:** An expanded list of duties and responsibilities performed by the position on a regular basis.

**Knowledge/Skills...**

A preferred list of skills, knowledge, competencies that are necessary for a successful candidate in this position.

**Minimum Qualifications**

The minimum education/experience/competencies required to be considered for hire. These qualifications MUST be work-related to the position. This section can include required Education levels (degrees attained), experience (years in a related field), and competencies (certifications, licensure, software proficiencies), etc.

**Physical and Env. Demands**

Description of the work environment, and physical activity associated with the position and performance of the aforementioned duties.