



Request to Fill a CAES Staff Position

Submit for CAES staff positions paid from all funding sources except student worker positions.
Please download a copy of this form and open it in Adobe Reader. Do not fill out within your web browser.

Employment Status:

Date Submitted

Choose One:

Existing Position New Position

Choose One:

Regular Temporary EFT*

HR Dept Name

Request to fill _____ temp positions

Position Supervisor

Location

Full-time Annual Salary

Position Title

Name of Requestor

Dept/Unit Contact

Funding:

% Inst % Rsch % Ext % County % Grant % Other

Explanation of Other

Justification: Please use the space below and attach additional pages, if necessary.

This request is submitted with the understanding that the position is mission critical and all funds associated with the request are available and are not required to meet any budget reductions or program redirections.

The Department/Unit head approves this position. (REQUIRED)

Email Address of Department/Unit Head

The Tifton Assistant Dean or Griffin Campus Director approves this position. (Required for Tifton or Griffin positions only. Otherwise, submit directly to ABO)

Email Address of Tifton Assistant Dean or Griffin Campus Director (when applicable)

** Full Benefits Eligible (.75-1), Partial Benefits Eligible (.5-.74), or Non Benefits Eligible (0-.49)*

Routing (this section for Ag Business Office and Associate Deans use only)

Assoc. Dean for Research Assoc. Dean for Instruction Assoc. Dean for Extension Dean

Remarks