



FSSA Strategic Hiring Request Form

All positions require approval by the FSSA internal Hiring Committee. If approved, the hiring manager will create a requisition in Success Factors, which will require Budget and SPD approval before posting.

All above-minimum salaries require submission through the FSSA internal Hiring Committee. All candidates *and* salaries require approval through the Success Factors.

Hiring managers must submit a budget impact statement from their respective controller along with this request. BIS must include a fringe benefits calculation.

1. Type of request:

2. Position number:

3. Classification title:

4. Working title:

5. Previous incumbent:

6. Date position vacated:

7. Previous incumbent's salary:

8. COVID-19-related?

9. Will this lead to additional requests?

If "Yes," please explain.

10. What is the funding source and funding source breakdown for this position?

(The PeopleSoft fund ID for General and Dedicated funds and the PeopleSoft Fund/Project for Federal would be much more helpful.)

11. Estimated budget impact to the current fiscal year AND the estimated annualized budget:

12. The estimated hire date:

13. Narrative justification:

Please save this completed form and email it to your respective HR Business Partners.