

RIT Position Request Form

Use this form when requesting additional headcount. For changes to existing vacant positions create a new requisition in CareerZone and for changes to existing occupied positions complete an Employee Job, Assignment or Salary Change [EAF](#)

Staff positions will be created within 5 business days after the review by the HR Manager and Compensation. Faculty positions will be created within 5 business days after receipt by Position Control (position_control@rit.edu)

College/Division	
HR Dept Name	
G/L Dept Number	

Reason:

New Permanent Operating Budget	
New Grant/Contract Budget	
Budget Transferred from Temporary/Adjunct Line	
New Endowed budget	
Interim position	Parent PC #:
Internal discretionary funding	
Temporarily Funded	Anticipated End Date:

Type:

Staff	Has the position been evaluated by HR Compensation? <i>If no attach job description</i>	Yes	No
Faculty	Anticipated Rank:		
Requested Title:			

Funding:

Salary or Hourly Rate		Position Funding Code		FTE	
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Additional Comments:

HR Internal Use Only:

Position: _____