

Please contact your Human Resources Officer (HRO), who will complete this form for you.



# Request to Fill (RTF)

## Regular\* Faculty, Salaried (Professional) & Hourly Paid Position

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Title: \_\_\_\_\_

Dept: O-\_\_\_\_\_ Joint Dept: \_\_\_\_\_ (\_\_\_\_ %) Dynamic Group: \_\_\_\_\_ Position Management (PM) #: \_\_\_\_\_

Hours Per Week: \_\_\_\_\_/ \_\_\_\_\_% Full Time Annual Salary: Min: \$\_\_\_\_\_ Max: \$\_\_\_\_\_

Projected Annual Hire Salary\*: \$\_\_\_\_\_ Hourly Rate (if applicable): \$\_\_\_\_\_

Change (+/-) in PM Budgeted Salary: \$\_\_\_\_\_ Please explain how increase in PM budget will be funded:

Anticipated Start Date: \_\_\_\_\_

Position Supervisor: Name: \_\_\_\_\_ Position Number: \_\_\_\_\_

\_\_\_\_ New Position \_\_\_\_ Existing Position (Prior Employee: \_\_\_\_\_)

Acct. ID (10 digits) \_\_\_\_\_ Chartfields: \_\_\_\_\_ % Soft Money \_\_\_\_

Acct. ID (10 digits) \_\_\_\_\_ Chartfields: \_\_\_\_\_ % Soft Money \_\_\_\_

Please include any additional distributions on a separate page.

Type of Position\*:  
 Tenure Track/Cont. Contract Eligible  
 Ongoing  
 Fixed Length (3 yr limit for AFUM, 2 yr limit for other groups)  
 Contingent on Outside Funding

Work Year\*:  
 Fiscal  
 Academic (Faculty)  
 Academic (Hourly) Begins: \_\_\_\_\_ Ends: \_\_\_\_\_  
 Student calendar year (Professional)  
 Other, Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Collective Bargaining Unit:  
 Police  AFUM  UMPSA  
 S&M  PATFA  Non-Rep. Professional/Faculty  
 ACSUM  Management Group  
 Hourly Supervisory/Confidential

Position will be paid either in part or full from a federal contract with the E-Verify clause: Yes \_\_\_\_ No \_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Initiating Administrator Date Recommended Date

\_\_\_\_\_  
Recommended Date Recommended Date

\_\_\_\_\_  
Vice President/Provost Date President (required for units reporting directly to this office and tenure-track faculty)  
\*Term definitions on second page of form

**For HR Use Only**

Appointee: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
Background Checks: \_\_\_\_\_  
SBI \_\_\_\_ Credit \_\_\_\_ Driving \_\_\_\_ Pre-Employment Physical/Baseline: \_\_\_\_ RTF Number: \_\_\_\_\_

## Definition of Terms for RTF

### Regular vs. Temporary

- Regular positions
  - Expected to continue for 7 months or more,
  - Governed by the applicable collective bargaining agreement, employee handbook,
  - Salary payments subject to the University's fringe benefit rate charge for *regular* employees,
  - Eligible for applicable benefits, and
  - A job search is expected.
- Temporary positions
  - Expected to continue for a total duration of no longer than 6 months and 29 days,
  - Governed by the applicable non-represented employee handbook or PATFA contract (part-time faculty hired on a single semester basis),
  - Salary payments subject to the University's fringe benefit rate charge for *temporary* employees,
  - Eligible for limited benefits including Worker's Comp, Unemployment and FICA, and
  - No formal job search is expected unless employment exceeds 6 months and 29 days.

### Projected Annual Hire Salary

- Hourly Paid Positions
  - Hourly wage determined by the UMS Job Classification Program,
  - New employees are hired at the start step of the wage band. Limited exceptions do exist, as defined by the applicable collective bargaining agreement. Contact your Human Resources Officer (HRO) for more information.
- Salaried (Professional) Positions
  - Annual salary determined by the Salaried Employee Classification & Compensation Program (SECCP) using the Position Description Questionnaire (PDQ) (except for Post Doctoral and intern positions),
  - Job ads for UMPSA unit positions must include a salary range.
- Faculty Positions
  - Contact John Kidder, Human Resources Officer for faculty positions, for additional information.

### Position Type:

Tenure Track/Continuing Contract Eligible: Faculty with academic rank (Assistant, Associate or full Professor)

Ongoing: Positions for which base E&G monies and/or ongoing auxiliary support is available.

Contingent on Funding: Continuation of the position is subject to the renewal of funding generally from sources external to UM. Research faculty as well as employees for whom a search was waived based on their specific inclusion in a grant budget are considered soft money.

Fixed Length: Positions of a limited duration (one-time project, leave replacement or when a search for an ongoing position has been unsuccessful). This category may be used if any reappointment must be preceded by a search. Do not use this category if the receipt of additional funding would cause the incumbent employee to be extended.

### Work Year:

Fiscal: Position provides services 12 months a year.

Academic (Faculty): September 1 through May 31 (does not earn vacation leave).

Academic (Hourly): Work schedule is approximately 9 months per year based on the presence of students on campus.

Student Calendar Year (Professional): Employee required to work with the department offers services available based on the presence of the student population (does not earn vacation leave).

Other: Employees required to work less than 12 months each year.

Regular employees whose positions have a non-fiscal work year are eligible for the applicable level of benefit coverage throughout the entire year. UMS policy requires that non-fiscal year salaried employees receive their salary in 12 installments.