

**Position Recruitment Request Form**

**\*RF Project Employees**

(funded from a grant):

Requires UBO or Dean approval

**\*RF Administrative**

**Employees:** Requires Provost approval

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Person Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Funded from a grant (check box if yes)**

**RF ID #:** \_\_\_\_\_

**Funding source to be utilized:** \_\_\_\_\_

**People Transaction:**

- ☐ Search for a new position
- ☐ Promotion for an individual
- ☐ Rehired retiree
- ☐ Temporary salary increases for an individual      Permanent salary increase for an individual

**Reason/Justification for action:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Required Signatures:**

Person Requesting: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Business Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Provost/President: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources**  
**Division of Finance and Administration**

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