



New Position

Multiple Positions #

Vacancy

Substitute

Merit Increase

Reclassification

Functional Title Change

Job Description: Please attach PVN template or job description, including functional title (current and proposed job descriptions for reclassifications)

Position Status Full-Time Part-Time Projected Start Date _____ Work Hours (per week) _____ Schedule M: _____ Tu: _____ W: _____ Th: _____ F: _____	Job Information LaGCC Department: _____ Supervisor: _____ Proposed Annual Salary/Hourly Rate: _____ Name of Substitute (If applicable, while search is being conducted): _____ Incumbent Name(s) (applicable if refilling vacancy, merit, reclassification, functional title change): _____ Incumbent Salary (applicable if refilling vacancy or current salary for merit or reclassification): _____ Is person working anywhere else at LaGuardia or CUNY? Yes No If Yes, Where? _____ Title: _____ If Yes, Where? _____ Title: _____ <u>Position Details</u> Functional Title: _____ RF Job Title: _____ RF Job Code: _____
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Position Funding (RF 9th or 7th ledger funds) RF Account Number: _____ Requested Amount : _____ Base: \$ _____ Fringe: \$ _____ MTA: \$ _____	Position Funding (RF Grant or Fee for Service) RF Account Number: _____ Budgeted RF Amount: _____ Base: \$ _____ Fringe: \$ _____ MTA: \$ _____
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PD or Designee Printed Name:

Signature:

Date

Prepared By Printed Name:

Signature:

Date

Authorized Signatures:

Senior HR Generalist Printed Name: _____

Signature

Date:

Finance/Grants Approval Printed Name: _____

Signature

Date:

Dean Printed Name: _____

Signature

Date:

VP Printed Name: _____

Signature

Date:

Justification: Please provide a detailed justification for the requested action in the following categories, as applicable.

1) Describe the needs of the program/project

2) Describe the experience and/or past performance of the employee

3) Describe the factors used to determine the pay rate for this position/employee