

# 61<sup>st</sup> Street Service Corporation – Personnel Requisition

*Please complete and send to Human Resources for review prior to beginning any recruitment for this position*

Job Title _____ FLSA Status: Please attach a copy of the current job description for this position. <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Dept Name: _____ Hiring Mgr. _____ Ext. _____	<input type="checkbox"/> New Position ( <b>Justification Necessary</b> ) <input type="checkbox"/> Replacement for a Service Corporation Employee <hr/> (Employee Name) Date of Vacancy: _____
<input type="checkbox"/> Full-time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Part Time (< 30 hrs/week) <input type="checkbox"/> Per Diem <input type="checkbox"/> Temporary: Needed from _____ to _____ (20 weeks maximum) Hours per week _____ Scheduled Hours _____ to _____ <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Weekends Off: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rotating <b>FAS ACCOUNT #</b> _____	<p style="text-align: center;"><b>Please complete the following questions:</b></p> Was this position or are similar positions on the Hospital (other than DPO) or University payroll ? <input type="checkbox"/> Yes <input type="checkbox"/> No Does this position support any activity that is billed and collected by the Hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No Does this position support any Research (other than Clinical Trials) or Academic Activities? <input type="checkbox"/> Yes <input type="checkbox"/> No Does this position exist solely to support a Faculty Practice? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this position budgeted at this salary level? <input type="checkbox"/> Yes <input type="checkbox"/> No
Requested Salary Range: _____	
Do you wish Human Resources post this position on the internet? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please e-mail job description to Athena Matos at am2078@columbia.edu	
<b>DEPARTMENT APPROVAL SIGNATURE</b>	
Department Administrator _____ <div style="text-align: center;">Print</div> Department Administrator _____ Date: _____ <div style="text-align: center;">Signature</div>	
<b>FOR HUMAN RESOURCES USE ONLY</b>	
Human Resources _____ <div style="text-align: center;">Print</div> Human Resources _____ Date: _____ <div style="text-align: center;">Signature</div>	
Median: \$ _____ Plus 5%: \$ _____ Approved: \$ _____ Monitored Department: Yes _____ No _____ Expiration Date: _____ <p style="text-align: center;"><b>Prior Salary:</b> _____</p>	

**\*NOT VALID 6 MONTHS FROM SUBMISSION\***