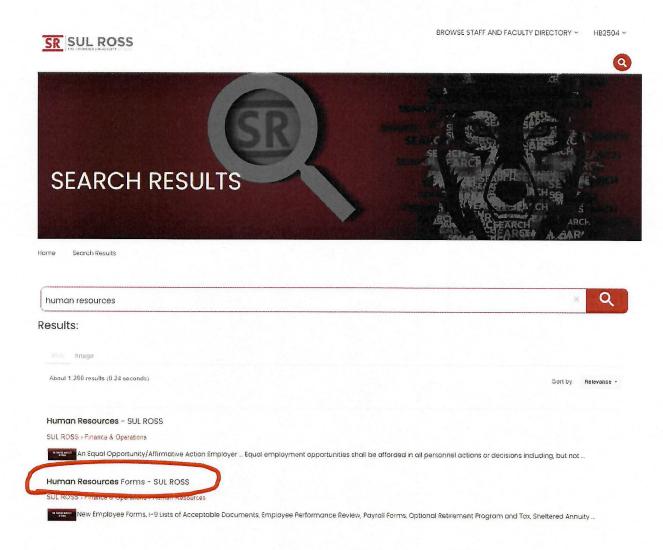
PRF Instructions

How to find a Personnel Requisition Form (PRF)

www.sulross.edu

Usse the search feature to find Human Resources



Quick Links

The President's Office

Finance & Operations

Administration

Administrative Policy and Procedure Manual

Employment Opportunities

Employee Benefits

Human Resources Forms

Pay Plan and Job Descriptions





If the form is in a format other than a PDF file, save it to your computer before you begin to fill it out.

New Employee Forms

- IRS Form W-4
- Pav Day and Holiday Schedule
- Personnel Requisition Form
- Direct Deposit Forms Contact Human Resources
- · Outside Employment Policy and Form
- Recreational Center Membership
- University Parking Permit Enrollment
- 1-9 Lists of Acceptable Documents
 - All SRSU employment is predicated upon the assumption of eligibility of employment in the
 United States and validation of the documentation required by the Department of
 Homeland Security. Human Resources will assist in the completion of the Employment
 Eligibility Verification Form I-9 as required by the Homeland Security and will verify the
 original acceptable documents.

PERSONNEL REQUISITION Sul Ross State University

Instructions: The department head will complete the Personnel Requisition form including justification for the new or vacant budgeted position and obtain signatures up to the Division Head. The Division Head will place the personnel requisition on the Executive Cabinet agenda for consideration. HR will verify employment eligibility. The Budget Office will verify funding and approve dates of employment. The President has final authority to approve posting a position. This form is subject to review/revision.

	artment		
Dep			
	artment FOAPA		
	lications sent to		
SRS	SU Job Title		
Sala	ry Requested		
nding mus	t be verified by Budget Office prio	r to submission to HR	
nance/Budg	oet		Date
	print name	signature	
	Student Position	Inclusive Dates:	
	Temporary Position	Inclusive Dates:	
	Permanent, Full Time	Beginning Date:	
ark X	Permanent, Part Time	Beginning Date:	
that pplies	Replacement Position	For Whom: Last Working Date:	
	New Position; proposed job description attached.	Last Fronting Date	
	Existing SRSU job classification job description on file in HR. New SRSU job classification; jo		
Campus:	description attached.		
	JUSTIFICATION: Explain the r	need for this position, you may use one se	narate sheet of paper if needed
			person Africa of paper in outlier.
Requester	d by:	submitted on this form and from the Depar	rment Chain'Supervisor
Requester		submitted on this form and from the Depar Signature	
	d by: Department Head Print Name (if needed)	Signature	rment Chain'Supervisor
Dean/AVP	Department Head Print Name (if needed) sont name		nment Chain/Supervisor Date
Dean/AVP	Department Head Print Name (if needed)	Signature	ntment Chain/Supervisor Date Date
Dean/AVP	Department Head Print Name (if needed)	Signature signature	ntment Chain/Supervisor Date Date Date
Dean/AVP	Department Head Print Name (if needed)	Signature signature signature Internal Use Only - Human Resourc	ntment Chain/Supervisor Date Date Date
	Department Head Print Name (if needed)	Signature signature signature Internal Use Only - Human Resourc	Date Date Date Date Date

When to use a PRF

- 1. To create a new position faculty, staff, student, temporary monthly, and temporary hourly
 - a. Must indicate beginning date
 - b. Must have job description attached
 - c. Must indicate campus
- 2. To fill a vacant position faculty, staff, student, temporary monthly, and temporary hourly
 - a. Must indicate beginning date
 - b. Must have job description attached
 - c. Must indicate campus
- 3. To reclassify a position faculty and staff
 - a. Must indicate beginning date
 - b. Must indicate new or additional duties in "Justification" block
 - c. Must indicate campus

PRF Approvals

All PRFs must include Budget, Department Head, Dean/AVP, and Division Head (VP or President) signatures.

Finance/Budget			Date	
r mancerbudget	print name	signature	Date	
Department Head, D	Dean/AVP, and D	Division Head		
Requested by:	A	~ .		
Print N	tment Head łame	Signature	Dat e	
Dean/AVP (if needed)		Date		
pennum (n needen)	orint name	signature	Date	
Division Head			Date	
	print name	signature		
Human Resources				
		Internal Use Only - Human Resour	rces	
	This form must be c	ompleted and signed before position is p	posted by Human Resources	
			Job Code:	
			Salary Group:	
			Position #:	

HR returns the PRF to Budget for additional approval.