

PRF Instructions

How to find a Personnel Requisition Form (PRF)

www.sulross.edu

Use the search feature to find Human Resources

The screenshot shows the top of the Sul Ross State University website. The header includes the logo for Sul Ross State University (SR SUL ROSS) and navigation links for 'BROWSE STAFF AND FACULTY DIRECTORY' and 'HB2504'. A search icon is visible in the top right corner. Below the header is a large banner with a magnifying glass over the 'SR' logo and the text 'SEARCH RESULTS'. The main content area shows a search bar with the text 'human resources' and a search icon. Below the search bar, the results are displayed under the heading 'Results:'. There are two tabs: 'Web' and 'Image'. The results show 'About 1,260 results (0.24 seconds)'. The first result is 'Human Resources - SUL ROSS' with a sub-link 'SUL ROSS > Finance & Operations'. The second result is 'Human Resources Forms - SUL ROSS' with a sub-link 'SUL ROSS > Finance & Operations > Human Resources'. This second result is circled in red. The third result is 'New Employee Forms, I-9 Lists of Acceptable Documents, Employee Performance Review, Payroll Forms, Optional Retirement Program and Tax, Sheltered Annuity ...'.

SR SUL ROSS
BROWSE STAFF AND FACULTY DIRECTORY HB2504

SEARCH RESULTS

Home Search Results

human resources

Results:

Web Image

About 1,260 results (0.24 seconds) Sort by Relevance

Human Resources - SUL ROSS
SUL ROSS > Finance & Operations

An Equal Opportunity/Affirmative Action Employer ... Equal employment opportunities shall be afforded in all personnel actions or decisions including, but not ...

Human Resources Forms - SUL ROSS
SUL ROSS > Finance & Operations > Human Resources

New Employee Forms, I-9 Lists of Acceptable Documents, Employee Performance Review, Payroll Forms, Optional Retirement Program and Tax, Sheltered Annuity ...

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](#)

Home > Finance & Operations > Human Resources > Human Resources Forms

HUMAN RESOURCES FORMS

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
- Pay 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
- I-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.

Date of Requisition 9/9/2024
 Department _____
 Department FOAPA _____
 Applications sent to _____
 SRSU Job Title _____
 Salary Requested _____

Funding must be verified by Budget Office prior to submission to HR

Finance/Budget _____ Date _____
print name signature

Mark X in box that applies	Student Position	Inclusive Dates:
	Temporary Position	Inclusive Dates:
	Permanent, Full Time	Beginning Date:
	Permanent, Part Time	Beginning Date:
	Replacement Position	For Whom: Last Working Date
	New Position; proposed job description attached.	
	Existing SRSU job classification; job description on file in HR. New SRSU job classification; job description attached.	

Campus:
 Alpine Eagle Pass Del Rio Uvalde Remote: reporting to _____ (specify campus)

JUSTIFICATION: Explain the need for this position, you may use one separate sheet of paper if needed.

All requests must be submitted on this form and from the Department Chair/Supervisor

Requested by: _____
Department Head Signature Date
Print Name

Dean/AVP (if needed) _____ Date _____
print name signature

Division Head _____ Date _____
print name signature

Internal Use Only - Human Resources

This form must be completed and signed before position is posted by Human Resources

Job Code: _____
 Salary Group: _____
 Position #: _____

