



### Request to Fill Form for Temporary/Staff/Postdoc Positions

Department Name: \_\_\_\_\_  
Department Contact Name: \_\_\_\_\_  
Department Contact Email: \_\_\_\_\_

#### Position Information

Temporary Worker OR  Regular Staff /  Part-Time OR  Full Time

Working Title: \_\_\_\_\_

BCAT Job Classification: \_\_\_\_\_

Number of Hours per Week/FTE: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Hourly Rate or Salary Range: \_\_\_\_\_

Chartstring: \_\_\_\_\_

Fund Source Name: \_\_\_\_\_

Office/Lab Location: \_\_\_\_\_

*I understand that if funding for any staff position (non-temporary) position were to end, I must obtain approval through the UGA Reduction in Force process ([https://policies.uga.edu/pdf/Reduction\\_In\\_Force.pdf](https://policies.uga.edu/pdf/Reduction_In_Force.pdf)) at least 90 days in advance. Exception to this policy are positions funded by research or sponsored program financial sources per April 12, 2022 UGA Admin memo.*

#### Justification of Need for Position

#### Approvals:

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date