

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
POSITION AUTHORIZATION & RECRUITMENT FORM (PARF)**

Fiscal Year _____ Effective Date _____ Proposed Title: _____

New Position No. * _____ "X" if Pos. funded on contract Current Title: _____

Replacement _____ Former Employee: _____

Change of Employment Status _____ Name of Emp. for Status Change: _____

Position Reevaluation* _____ Name of Emp. for Reevaluation: * _____

A # of Employee for Status Change or Reevaluation: _____

Note* Please submit a new Staff Position Description Form for all new positions & position re-evaluations. Staff Position Description Forms are only required for replacement positions when the form on file with Human Resources is more than two years old. The Staff Position Description Form may be found at: <https://www.uah.edu/hr/forms>

Employment Status	Hours of Work/Weekly	Position Type	Supervisor's Name/Position # _____
<input type="checkbox"/> Reg F/T	<input type="checkbox"/> _____ a.m.	<input type="checkbox"/> Faculty	Campus Address/Phone _____
<input type="checkbox"/> Temp F/T	<input type="checkbox"/> _____ p.m.	<input type="checkbox"/> Staff	Comments about the position or funding:
<input type="checkbox"/> Reg P/T	<input type="checkbox"/> _____ to _____	<input type="checkbox"/> Student	
<input type="checkbox"/> Temp P/T	<input type="checkbox"/> _____ a.m.		
<input type="checkbox"/> On-Call	<input type="checkbox"/> _____ p.m.		
	Total _____ Hours		

	Original Budget	New or Revised Budget
Position Title		
Appointment (Academic/Calendar)		
Division/Department		
Organization Code		
FTE		
FTE Salary		

Additional Comments:	Funding Source: Organizational Code and Account Code					
	Original Budget			New or Revised Budget		
	Org. & Acct. Codes	Dollar Amt.	%	Org. & Acct. Codes	Dollar Amt.	%

Completed by Human Resources					
Final Title	_____	Budget Unit Head / PI	Date	Dean / Director	Date
Final Salary	_____				
PCLS	_____				
ECLS	_____				
PGRP	_____	Human Resources	Date	Vice President	Date
STBL	_____				
Grade	_____				
Min	_____	Budgets & Management Info.	Date	Provost & Executive VP	Date
Range	Mid	For Budget Office Use Only			
	Max				
FLSA	_____			President	Date