

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

New Position No. * _____ Fiscal Year _____ Proposed Title: _____

Replacement/Change Pos. No. _____ Title of Emp. Replaced: _____

Position Reevaluation* _____ Effective Date _____ Name of Emp. Replaced: _____

Note * A Position Description Questionnaire must be submitted to Human Resources for each new position and or position reevaluation. Name of Emp. Reclass. _____

Employment Status	
<input type="checkbox"/>	Reg F/T
<input type="checkbox"/>	Temp F/T
<input type="checkbox"/>	Reg P/T
<input type="checkbox"/>	Temp P/T
<input type="checkbox"/>	On-Call

Hours of Work/Weekly	
<input type="checkbox"/>	_____ a.m.
<input type="checkbox"/>	_____ p.m.
	to _____
<input type="checkbox"/>	_____ a.m.
<input type="checkbox"/>	_____ p.m.
Total	_____ Hours

Supervisor's Name _____ Campus Address _____
 Supervisor's Position # _____ Campus Phone _____
 Org. Code for Advertise. _____ Check if Pos. funded on contract
 Minimum Requirements: _____

Desired Requirements: _____

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

Position Type	Funding Source: Organizational Code and Account Code					
	Original Budget			New or Revised Budget		
	Org. & Acct. Codes	Dollar Amt.	%	Org. & Acct. Codes	Dollar Amt.	%
<input type="checkbox"/> Faculty						
<input type="checkbox"/> Staff						
<input type="checkbox"/> Student						
<input type="checkbox"/> Other:						

Completed by Human Resources						
PCLS ECLS PGRP SGRP STBL SGRD	From:	To:	Budget Unit Head / PI	Date	Dean / Director	Date
			Human Resources	Date	Vice President	Date
	Min		Budgets & Management Info.	Date		
	Sal Range: Mid					
	Max					
Department						
Division(BU)						
Overtime						
<input type="checkbox"/> Created FTE or Salary Records						