

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

<input type="checkbox"/> New Position No. *	Fiscal Year	Proposed Title:	
<input type="checkbox"/> Replacement/Change Pos. No.		Title of Emp. Replaced:	
<input type="checkbox"/> 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. Reclas.	

Employment Status	Hours of Work/Weekly	Supervisor's Name	Campus Address
<input type="checkbox"/> Reg F/T	<input type="checkbox"/> a.m.	Supervisor's Position #	Campus Phone
<input type="checkbox"/> Temp F/T	<input type="checkbox"/> p.m.	Org. Code for Advertise.	<input type="checkbox"/> Check if Pos. funded on contract
<input type="checkbox"/> Reg P/T	to	Minimum Requirements:	
<input type="checkbox"/> Temp P/T	<input type="checkbox"/> a.m.		
<input type="checkbox"/> On-Call	<input type="checkbox"/> p.m.		
	Total Hours		

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