Clinical_RN/DT/UC: BUDGET/SUPPORT requirements –

1. Budgeted?
2. Capacity?
3. OT Percentage?
4. RN/Tech Ratio?
5. Why position is needed?

Clinical_Other: BUDGET/SUPPORT requirements –

1. Budgeted?
2. OT Percentage?
3. Why position is needed?

2. BUDGET/SUPPORT

Budgeted for current fiscal year?*	○ Yes
	○ No
Overtime Hours Percentage* ❓	
Why position is needed* ❓	

General: BUDGET/SUPPORT –

1. Budgeted?
2. Why position is needed?

2. BUDGET/SUPPORT

Budgeted for current fiscal year?*	○ Yes
	○ No
Why position is needed* ❓	

If CURR – Existing Position: Name of employee, last day of employment, and reason for leaving fields are required.

New or Replacement* ❓	○ NEW - New Position
	○ CURR - Existing Position
If replacement, name of employee replacing:	Select Option ▾
If replacement, last day of incumbent's employment:	📅
If replacement, reason for leaving:	✕

NEW fields added:

Last Updated: 2/23/2024

- *Exempt or Non-Exempt*
- *Remote Option*
- *Does this role require a laptop? (GENERAL ONLY)*

Exempt or Non-Exempt*	❓	Select Option	▾
Remote Option*		Select Option	▾
Does this role require a laptop?*		Select Option	▾

Additional Notes:

- All necessary fields are **required** on these requisition templates; you will not be able to submit for approval until these fields are filled.
  NOTE: If you are requesting a replacement **CURR-Existing**: name of employee, last day of employment, and reason for leaving are **required.** Requests that are submitted without this information will be rejected.
  - *If your requisition is replacing someone and the person has terminated, you will not see them in the drop down for a replacement name. Because of this, we are not making this field required. The information will **still need** to be added to the **"Why position is needed"** section.*
- Hover over the black question marks (**?**) for clarification on what to enter.
- Requests submitted using **Archive_Please Do Not Use** template will be rejected. Until we are able to convert to fully using these new templates, it will need to stay active to not disrupt current openings.