

Supporting Details for New Position/Promotion Requests

If required by your School or Responsibility Center (RC), this form is meant to provide additional supporting details during the new position approval process. If completed, the form can be attached in the Comments and Attachments section of the Pitt Worx request prior to submitting a New Position.

Note: The Office of Human Resources is not responsible for content added to this form or uploaded to Pitt Worx. This form is meant to aid the RC in providing details not accessible in Pitt Worx.

Reason for Request

- ☐ 1. New position for recruitment
- ☐ 2. New position due to promotion

Please provide the position number being inactivated:

Account Number(s) and % for the Position

Account Number	%	Account Number	%

Percent Hard Funded: %

Percent Soft Funded: %

Do you have funds available in your existing budget for this new position? ☐ Yes ☐ No

If not, please explain in the Justification section.

Justification

What is your justification for creating a new position?

Additional comments:

For Promotions Only

Employee Name

Supervisor Name

Previous Position

Previous Department