The Hiring Committee recently streamlined the job requisition process for efficiency. Going forward, it is no longer necessary to attach the Vacant Faculty Position Request Forms nor the Vacant Staff Position Request Form. In lieu of these forms, the following information is required on the job requisition:

1. **Replacement or New Positions**
   a. The state(s) in which the employee will be working. Note that additional review will be required if the work location is outside of Wisconsin.
   b. The name(s) of the individual(s) being replaced. If new, please state it is new.

2. **Position Code**
   a. If this is a replacement, you must list the position code that is being replaced. If this is a new position, please list that it is a new line.

3. **Requested Annual Salary or Requested Hourly Rate**
   a. This field should list the value of the line but not more than the midpoint of the range provided by the Director of Compensation in Human Resources. Incorrect data may delay posting approvals.
4. **Source of Salary Funds**
   
   a. Account number (and natural).
   
   b. Line value in this section.

![Source(s) of Salary funds image](image)

(multiple account numbers (re-assignment natural) may be entered)

*This field is required*

Please check that all of the required fields on the job requisition are completed before submitting it. Missing information will delay the approval process.