

### Unit Information

Submitted By

Job Title  
OFFICE SUPPORT ASSISTANT IV

Department

CSD Leader

Business Manager

HR Partner

Vice Chancellor

### Position Information

Hiring Manager - Name

Please type here

Hiring Manager - Email

Please type here

Hiring Manager - Email

Please type here

Action Requested:

- New Position
- Replacement position
- Reclassification
- Reorganization
- TPI (Temporary Pay Increase)
- Market Adjustment (Owner)

HR Title / Job Code

For more information, please check out [Job Code Details](#)

Type of Position (e.g., staff, TT/T, NTT, Academic; non-faculty)

Please type here

Working Title

Must be different from HR Title

Please type here

Standard Hours Per Week / FTE \*

..

Benefit Eligibility \*

Must be a minimum of .75/30h to qualify for benefits.

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Funding Source

- GO
- Gift
- Grant
- Operational

Anticipated Pay Range

For new and replacement positions: pay range or rate  
 For reclassifications and reorganizations: New pay rate (proposed)  
 Please type here

Funding Source: gift, grant, operational (rate), split funded? \*

If you do not know the MOC, use "Barriger MO Professorship". This section will be edited as needed by the Business Manager. Business Managers: please include full chartfield string(s). Please type here

Desired Start Date:

Desired start date may be different from actual start date - HR requires a minimum of 10 business days from signed offer letter for processing.

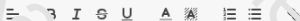

I-9 and background checks must be completed before start date.

For TTT, it is preferable that hires start at the beginning of the month for onboarding - orientation information (including orientation schedules) and I-9 information can be found [here](#).

Additional Info

Position Description: \*

Please write the job description or other necessary needs for this request:

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Position Funding Short Term & Long Term: \*

Please type here

Any additional info that could be helpful to Justification:

Please type here

Upload Organization Chart

Select a File