

## Procedures - PR23

The PR23 is used to establish positions, review positions for possible role changes, to recruit candidates to fill a position vacancy and to hire an employee in a temporary position. Please note that it **is not** necessary to process a PR23 to hire a currently enrolled student.

Check the appropriate box to indicate the type of action.

### Blanket Authorizations:

Check this box only if you are attempting to use this one form to apply the same action to multiple positions of the same classification. You must also indicate the number of positions to be covered under the blanket authorization.

To *establish* a position:

1. Complete all items in Section I, with the exception of "Position Number(s)" and "Last Incumbent". The position number(s) will be assigned by Human Resources.
2. Check the applicable box(es) in Section II.
3. If establishing a **wage** position, complete Section III indicating the duties and responsibilities, the KSA's, and any special conditions associated with the position. This information will be used to classify the position and establish an appropriate beginning wage rate.

If establishing a **salaried classified** position or an **Administrative/ Professional (FA)** position, note in Section III under "Duties and Responsibilities" to "See Attached" and attach a copy of the RU Employee Work Profile for classified positions or a position description for the A/P Faculty position.

4. If the position is supported - completely or partially - by sponsored program funds, an approval signature of the project director/account manager and a representative of the Office of Sponsored Programs and Grant Management is required in Section IV.
5. All signature approvals indicated in Section V are required to authorize this action.
6. The PR23 must be forwarded to the Budget Office for Section VI to be completed.

7. The completed PR23 should be forwarded to Human Resources for processing. Human Resources will forward a copy of the approved PR23 to the Budget Office and a copy to the initiating department.
8. A single PR23 indicating both actions - to establish a position(s) and to recruit for the position(s) - may be submitted if the position(s) being established is/are to be filled immediately.

To *review* a position for a possible role change:

1. Complete the first three lines in Section I and the budget code information.
2. It is not necessary to complete Section II for this action.
3. If requesting a review of a **wage** position, complete Section III indicating the duties and responsibilities, the KSA's, and any special requirements of the position.

If requesting a review of a salaried **classified** position, note in Section III "See Attached" and attach a copy of the current RU Employee Work Profile and an organizational chart for the position.

4. If the position is supported - completely or partially - by sponsored program funds, an approval signature of the project director/account manager and a representative of the Office of Sponsored Programs and Grant Management is required in Section IV.
5. All signature approvals indicated in Section V are required to authorize this action.
6. The PR23 must be forwarded to the Budget Office for Section VI to be completed.
7. Forward the completed PR23 (and any attachments) to Human Resources for processing.
8. Human Resources will notify the Supervisor/Department Head of action taken and will forward a copy of the PR23 to the Budget Office and a copy to the initiating department.

To *recruit* an employee for a vacancy in an existing position:

Salaried classified or wage

1. Complete all items in Section I indicating the position(s) to be filled.
2. Check the applicable box(es) in Section II.
3. Complete Section III indicating the duties and responsibilities, the KSA's and special circumstances of the position. This information will be used by Human Resources staff to write an advertisement to recruit the position.

Also in Section III indicate the minimum salary, or salary range, to be advertised for the position.

4. If the position is supported - completely or partially - by sponsored program funds, an approval signature of the project director/account manager and a representative of the Office of Sponsored Programs and Grant Management is required in Section IV.
5. All signature approvals indicated in Section V are required to authorize this action.
6. The PR23 must be forwarded to the Budget Office for Section VI to be completed.
7. The completed form should be forwarded to Human Resources for processing. Human Resources will forward a copy of the approved PR23 to the Budget Office and a copy to the initiating department.

Administrative/Professional (FA)

1. Complete Section I indicating the position(s) to be filled.
2. Check the applicable box(es) in Section II.
3. If the position is to be advertised, note in Section III "See Attached" and attach a copy of the advertisement for approval prior to publication.
4. If the position is supported - completely or partially - by sponsored program funds, an approval signature of the project director/account manager and a representative of the Office of Sponsored Programs and Grant Management is required in Section IV.

5. All signature approvals indicated in Section V are required to authorize this action.
6. The PR23 must be forwarded to the Budget Office for Section VI to be completed.
7. The completed form should be forwarded to Human Resources for processing. Human Resources will forward a copy of the approved PR23 to the Budget Office and a copy to the initiating department.

To **hire** an employee in a temporary position:

1. Complete the following items in Section I: Department, Budget Code, and Anticipated Date of Hire.
2. Complete Section III indicating the duties and responsibilities, the KSA's and special circumstances of the position. This information will be used by Human Resources to classify the position and, if needed, to write an advertisement to recruit the position.

Also in Section III, indicate the minimum beginning wage rate, or wage rate range, for the position.

3. If the position is supported - completely or partially - by sponsored program funds, an approval signature of the project director/account manager and a representative of the Office of Sponsored Programs and Grant Management is required in Section IV.
4. All signature approvals indicated in Section V are required to authorize this action.
5. The PR23 must be forwarded to the Budget Office for Section VI to be completed.
6. The completed form should be forwarded to Human Resources for processing. Human Resources will forward a copy of the approved PR23 to the Budget Office and a copy to the initiating department.

To **hire** an employee through a Temporary Employment agency in a temporary position:

1. Follow the instructions above for a temporary hire but note in the blank area in the upper right section of the page "Temp Agency Hire."