



Request to Fill
Classified Service Position

Proposed Title: _____ Shift: _____

Department: _____ Account #: _____

Supervisor: _____ Line #: _____

Type of Position:

- checkbox New Position (must complete pgs. 1 & 2)
checkbox Replacement (complete pg. 1 only)
checkbox FMO SG06 Titles (must complete pgs. 1 & 2)

Name of previous incumbent & title, if any: _____

Position Status-Check all that apply:

- checkbox Full-Time checkbox Part-Time Percent: _____
checkbox Permanent Contingent Permanent checkbox Temporary Duration: _____

Reason position needs to be filled: _____

Required Attachments: checkbox Organizational Chart checkbox Position Description (if applicable)

Approval:

Department Head/Chair/Date Finance Office/Date
Dean/Date Vice President/Date
President/Date Deputy to President/Date

To be completed by the Office of Human Resources

Appointment: _____ Start Date: _____ Line #: _____

Clearance Code: _____ Distribution Date: _____

NYSTEP Entry Date: _____ Appointment Letter Date: _____

HRMS Entry Date: _____ Rate of Pay Date: _____

New Employee

Office of Human Resources

(315) 312-2230 • hr@oswego.edu • www.oswego.edu/hr



To ensure proper titling of new positions, please list the major activities performed. Estimate the percentage of total time spent on each activity. Under each activity describe the typical tasks. **Be specific.** Indicate **what** is done and **how** it is done. Indicate frequency (daily, weekly, etc.) of each task.

Percent of Total Time	Frequency	Activity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		