

Human Resources Division
Compensation Office
7 East 12th Street, 2nd Floor
New York, NY 10003-4475
(212)998-1260
compensation@nyu.edu

| For Compensation Office Use Only | | |
|----------------------------------|-------------|------------|
| File: _____ | Unit: _____ | Yr.: _____ |
| Date Approved: _____ | | |
| Approved By: _____ | | |

**Request For Salary Approval For
Full-time Temporary or Casual Employees**

Unit/Dept: _____ Date: _____
Requested Title: _____ Name (if available): _____

- Why are you requesting this position (e.g., vacancy, special project, peak period)?

- What is the anticipated duration of this assignment?
Up to 3 months (codes 104, 106, and 115) From _____ to _____
Up to 6 months (code 100) From _____ to _____
- How many hours per week? _____
- If filling in for a regular position please provide the following information regarding the position:
Name of prior incumbent: _____
Title: _____
Object Code/Grade: _____

Has the position been posted? No Yes If yes, when? _____
- What duties will be performed?

- If this were a regular position, what grade would you recommend? _____
Please indicate why: _____
- What salary are you recommending? _____ per _____ (hr/wk/yr)
How was this salary determined? _____
- Please provide funding information for this assignment: _____
Account Fund Org Program Project
- If not filling in for a vacancy, is anyone currently or has anyone in the past performed these duties? _____
If so, who? _____
- What minimum qualifications are required for this position? Please include the number of years and type of experience, education and skills (e.g., typing).
- What is the (a) background and (b) salary history of the person being considered? (Attach resume, if available).

Signature of Human Resources Officer

Date