# Request to Fill (RTF): Permanent/ LTE Positions

A request to fill is required to fill permanent and LTE positions (full time/ part time). It is not required for hourly/seasonal staff. Please complete the form and attach to the Neogov requisition.

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| **Agency Contact Information** | | | |
| Hiring Contact: | |  | |
| Department/ Division: | |  | |
| **Position Information** *(If you need assistance on this section, please contact your agency’s* ***HR analyst)*** | | | |
| Classification Title & Comp Group  (level you want to hire for) | |  | |
| Working Title (if different) | |  | |
| Is this an underfill? | | Yes No | |
| *If yes, what is the fully budgeted classification title and comp group? If you’re requesting to fill multiple positions, note the underfill status of the specific position number(s).* | |  | |
| # of Positions | |  | |
| # of FTEs | |  | |
| Position Number(s) | |  | |
| Anticipated Starting Salary | |  | |
| Check the box for the option that best describes the vacancy status of the position. | | | |
|  | Position is currently vacant/ will be vacant before a new hire starts | |
|  | Position is authorized for a double fill (≤30 business days = HR approval; >30 days = Council approval) | |
| Vacancy and Hire Date | | | |
| Previous Incumbent | |  | |
| Date position became/ will be vacant | |  | |
| Target fill date for new hire | |  | |
| **Funding Information** *(If you need assistance on this section, please contact your agency’s* ***budget analyst)*** | | | |
| Allocation Code OR Org Code\* | | Allocation Code:\_\_\_\_\_\_\_\_\_\_ OR Org Code: \_\_\_\_\_\_\_\_\_\_ | |
| Is this position budgeted to be vacant for a portion of 2022? | | Yes No | |
| *If yes, what is the earliest budgeted start date?* | |  | |
| Is any portion funded by the General Fund? | | Yes No | |
| Is the agency projecting a deficit in general fund salaries and benefits? | | Yes No  N/A or Unsure (Select if requesting before Q1 projections) | |
| *If yes, how do you plan to address the deficit? Provide any additional info relevant to the request.* | |  | |
| Additional Notes/ Comments (Optional)  *If relevant, provide any additional context or information on your request.* | |  | |

\*An **allocation code** is used if a position is allocated to more than 1 org code. An **org code** is used if a position is allocated to just 1 org code. This information is available when you search the position # in Position Inquiry or Employee Job/Salary in Munis. If you are not sure which code to use, contact your budget analyst.

# Review & Recommendation

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| **Department** | **Recommendation** |
| HR | **HR Analyst Check List**  Position Information is complete and accurate  This is a NEW recruitment (needs job posting, etc.)  This request is adding new vacancies to an existing recruitment OR is pulling from an existing eligible list  **Recommendation**  Recommend to Fill  Do NOT Recommend to Fill |
| Comments (Optional): |
| Finance – Budget | **Budget Analyst Check List**  Request is at or below the budgeted level  Allocation/ Org code matches budgeted Allocation/ Org code  Agency will meet budgeted salary savings OR has adequate projected surplus OR budget analysis is pending future projections  *(Note: if agency is projecting a general fund deficit or otherwise does not meet this condition, the analyst may still recommend to fill. In this case, a justification must be entered in the comments.)*  **Recommendation**  Recommend to Fill  Do NOT Recommend to Fill |
| Comments (Optional): |
| Mayor’s Office | Approve  Deny  Date: \_\_\_\_\_\_\_\_ |