DGSOM DEPARTMENT OF PATHOLOGY & LABORATORY MEDICINE POSITION APPROVAL FORM FOR ALL <u>STAFF</u> HIRING ACTIONS

DATE Prepared : 3/9/2015 12:52:45 PM	DATE Required: ASAP
PI/Area Supervisor & CLINICAL AREA:POSITION (PAYROLL TITLE)*:	
Mission: ⊠ Clinical ⊠ Teaching ⊠ Resea	arch
APPOINTMENT TYPE*: ☐ Career ☐ Limited ☐ Student ☐ Other (add to justification)	
Funding Source (e.g., contract, grant, comp plan, sales & service)	Est. Compensation: Range: Mid: Total incl Benefits:
PERIOD OF EMPLOYMENT: Career (e.g. 04/01/xx-09/30/xx or Indefinitely/Career)	
CHECK ONE: NEW Position - Unbudgete	ed 🛮 Replacement 🔲 Budgeted, or action (<u>for ongoing employment only</u>)
If this is for a replacement, please answer below Name of Previous Incumbent: Date Position Will be Vacant:	
Please Include Brief Job Summary & Busines	ss Justification:
Funding Source and Current Fund Status (i.e. Surplus/Deficit):	
If applicable, State Reason For REJECTING F	Request (e.g. lack of funding, not mission critical, etc.):
FUND MANAGER (required): FAU (acct-cc-fund):	
DIRECT SUPERVISOR (required):	
DIR. OF HUMAN RESOURCES (required):	
DIRECTOR OF FINANCE (required):	
CAO (required):	
Please wait for final approval from your business office before forwarding to Personnel/Payroll.	

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Please forward complete, signed form to LORI TANAKA e-mail, Itanaka@mednet.ucla.edu.

*(If uncertain, ask Staff Personnel/Payroll for assistance)