

Requested by: _____
 Approved by: _____

Date: ____ / ____ / ____
 Date: ____ / ____ / ____

Action Requested – must be completed

Action Type (check all that apply)

- Change of Status (Internal only)
- Job Posting
- Offer Letter
- Hire W2 Freelance
- Hire 1099/Contractor
- 3rd Party Staffing Agency:

Employment Type

- New Headcount
 - Freelance Conversion
 - Replacement
- Replacement for: _____

Employment Type

- Full-Time
- Part-Time 30
- Part-Time
- Seasonal: from ____ / ____ / ____ to ____ / ____ / ____

Financial Information – must be completed

National Overhead %:

Choose an item.

Market:

Choose an item.

Product:

Choose an item.

Reporting Department:

Choose an item.

Justification – must be completed

Briefly explain the need/urgency for the position and the consequences of not filling the position within a 3 to 6 month timeline.

External Staffing Needs (fill this section out for Job Posting, Offer Letter, W2 Freelance, Contractor, 3rd Party)

| | | |
|--|--|--|
| Employee Legal Name: _____ | | Personal Phone: _____ |
| Job Title: _____ | Personal Email: _____ | |
| Department: _____ | Personal Address: _____ | |
| Reports to: _____ | <input type="checkbox"/> I am converting a 1099/contractor into a W2 freelancer | |
| Pay Rate: _____ <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | <input type="checkbox"/> I am converting a 3 rd Party temp into a W2 freelancer | |
| Schedule/Shift: _____ Start Date: _____ | Location(s): _____ | |
| Job Posting Request – additional information | | Offer Letter – additional information |
| Number of Hires: _____ <input type="checkbox"/> Internal Posting Only | Requisition #: _____ | |
| Who should have access to review applicants? _____ | Travel Involved: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>Please submit a job description, which can be found in Ultipro in the Recruiting Gateway.</i> | Remove Job Posting: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Suggested Incentive Pay: _____ | |
| Applicant Screening Questions (on next page) | Suggested Vacation: _____ | |

Notes:

Internal Staffing Needs (Change of Status)

| | | | |
|---|------------------|---|------------------------------------|
| Employee Legal Name: _____ | | Employee #: _____ | Effective Date: ____ / ____ / ____ |
| Title | | Reason for Change in Status | |
| Current: _____ New: _____ | | <input type="checkbox"/> Promotion (next level) <input type="checkbox"/> Lateral Transfer <input type="checkbox"/> Demotion/Realignment <input type="checkbox"/> Merit Increase <input type="checkbox"/> Off Cycle Adjustment <input type="checkbox"/> Reclassification <input type="checkbox"/> Reorganization/Restructure <input type="checkbox"/> Other reason: _____ | |
| Department | | Final pay approved (office use only): | |
| Current: _____ New: _____ | | | |
| Location | | | |
| Current: _____ New: _____ | | | |
| Supervisor | | | |
| Current: _____ New: _____ | | | |
| Employment Status (FT/PT30/PT) | | | |
| Current: _____ New: _____ | | | |
| Compensation | | | |
| Current: _____ | Suggested: _____ | Non-Exempt to Exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Does the employee's current position need to be backfilled? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Does the employee manage anyone? | |
| <i>If so, please fill out the Job Posting section below.</i> | | If so list below: | |
| Whom is the employee replacing? | | | |
| <i>If this is a new posting, please fill out the Job Posting section below</i> | | | |
| Does the job posting need to be closed? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

HR use only: Org 1: Org 2: Org 3: Org 4:

Job Applicant Screening Questions – for job postings

- Question 1:
Answer Type: Yes/No Text Field
- Question 2:
Answer Type: Yes/No Text Field
- Question 3:
Answer Type: Yes/No Text Field
- Question 4:
Answer Type: Yes/No Text Field
- Question 5:
Answer Type: Yes/No Text Field

Setup Sheet – must be completed for staffing purposes

- New Hire Freelancer Current Employee 3rd Party Staffing 1099/Contractor
- Full Legal Name: Preferred Name:

Training: (Must choose ONE that best describes the employee’s job function for training purposes)

- Supervisors/Managers Engineer
 Admin Rigger
 Operations: If you selected Operations, please choose from the following: Inbound Outbound
- Employee will drive the following: Forklift Scissorlift Boom Electric Pallet Jack

Computer Set-Up (check all that apply)

- Domain Login: Yes No
Email: Yes No
Email group: Yes No
- List below which email group(s) to be added to:

PO System Set-Up (Username/Password to be provided by IT)

- PO Login: Yes No PO Category: Freight Expenses Both

Personnel Set-Up (Mark Required Items)

- Cell Phone: Yes No BYOD: Yes No
- Is there an existing cell for this employee? Yes No If yes: () -
- Does the phone number need to be changed? Yes No
- Desk Phone: Yes No Supervisor Portal Access: Yes No
- Desktop Computer: Yes No Laptop: PC Other:
- Bluetooth Mouse: Yes No Computer Stand: Yes No
- Second Monitor: Yes No Keyboard: Yes No
- Hot Spot: Yes No Company Credit Card: Yes No
- Fuel Pin Number: Yes No Vehicle Maintenance: Yes No
- Will the employee have direct reports? Yes (list below) No

Additional Notes: