

Requisition Request Form

The Hiring Manager that will be listed on ADP (for recruiting purposes):

Job Title:

Worker Category: Choose either Full time/ Part time / Adjunct/ Work Study or Student

New Position or Existing:

Employee to replace if applicable:

Business Unit: Please choose one of the following;

Administration (ADMN)

College of Chiropractic (COC)

College of Graduate and Undergraduate Studies (CGUS)

The Home department billing code:

Salary:

Reporting Manager:

Reporting Manager's Contact Number:

Time and Attendance Manager (if different):