College | Social Sciences
Institute for Research on Labor & Employment

How to complete DocuSign Position Request Form

This form is used to confirm the availability of funding and **to have proper audit documentation** of the requested position.

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1) Access DocuSign form by clicking here.
2) Fill-out the following information. Please ensure to fill-out your designated Fund Manager. Failure to do so may further delay the process.
3) For IRLE, EMRI and HARRT the Fund Manager is Claudia Suarez (CSuarez@irle.ucla.edu).
4) For Labor Center, the Fund Managers are Luz Hernandez (lhernandez@irle.ucla.edu) or Kimberly Diamse (kdiamse@irle.ucla.edu).
5) For LOSH, the fund manager is Karen Vargas (kvargas@irle.ucla.edu).

PowerForm Signer Information

Please ensure to complete all sections of the DocuSign and route the form to your designated fund manager. Once the form all levels have been approved, Jamie Reniva will receive a completed copy to process your request.

Note: If you are unsure how to complete any of the fields, please contact Jamie Reniva at jreniva@irle.ucla.edu for assistance.

Please enter your name and email to begin the signing process.

Requester

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Fund Manager

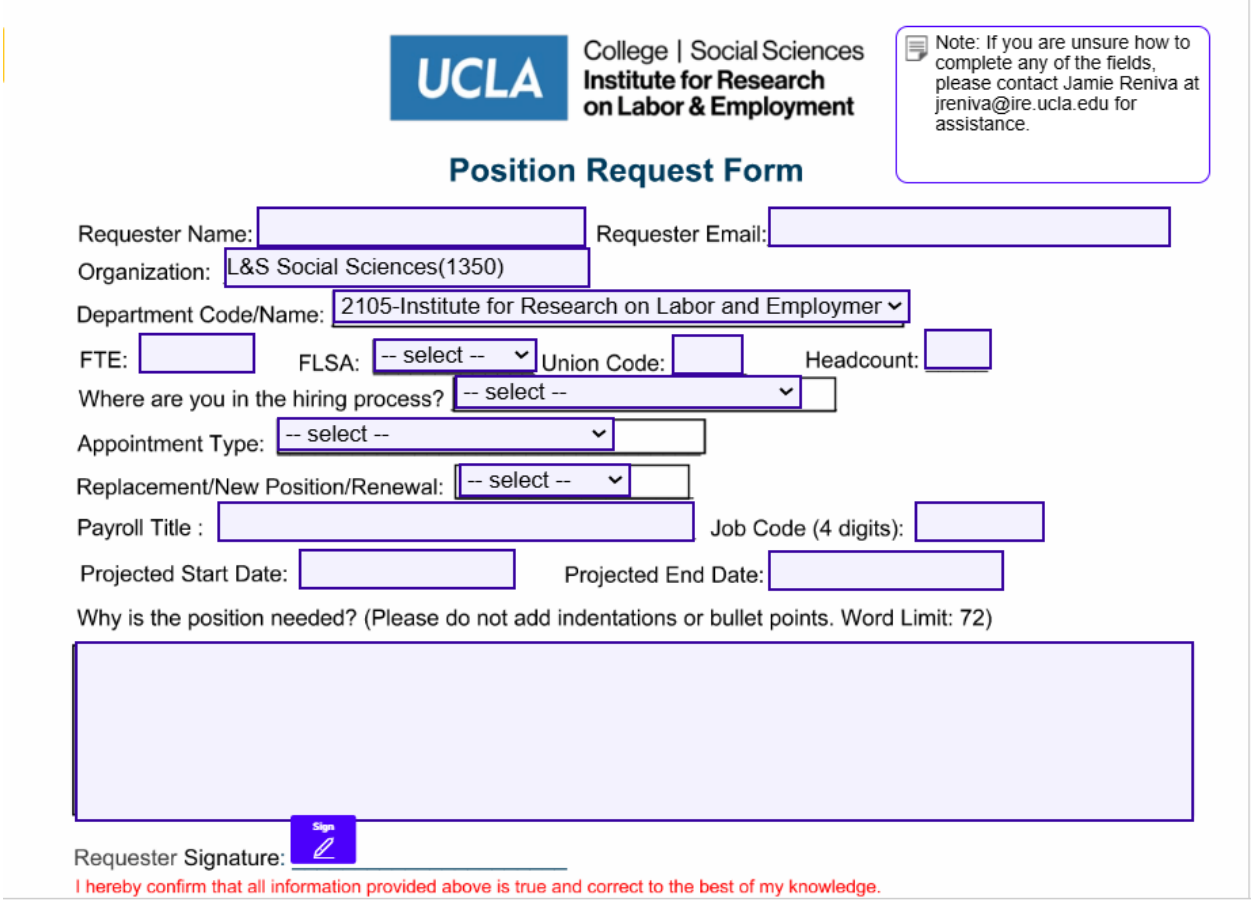
Name: *

Full Name

Email: *

Email Address

6) Fill-out the requester section:



UCLA College | Social Sciences
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Position Request Form

Requester Name: Requester Email:
Organization: L&S Social Sciences(1350)
Department Code/Name: 2105-Institute for Research on Labor and Employmer
FTE: FLSA: -- select -- Union Code: Headcount:
Where are you in the hiring process? -- select --
Appointment Type: -- select --
Replacement/New Position/Renewal: -- select --
Payroll Title : Job Code (4 digits):
Projected Start Date: Projected End Date:
Why is the position needed? (Please do not add indentations or bullet points. Word Limit: 72)
Requester Signature: Sign
I hereby confirm that all information provided above is true and correct to the best of my knowledge.

7)
8) Once you submit this form, it will be routed over to department's Fund Manager and CAO for approval.

Additional Details:

1) FTE should be listed as a percentage.
    a. 25%= 10 hours per week
    b. 50% = 20 hours per week
    c. 100% = 40 hours per week
2) FLSA, listed in PPSM-2: Definition of Terms
    a. Non-exempt: Non-exempt employees are required to account for time worked on an hourly and fractional hourly basis and are to be compensated for qualified overtime hours at the premium (time-and-one-half) rate.
    b. Exempt: Exempt employees are paid an established biweekly, monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked. Exempt employees are not eligible to receive overtime compensation or compensatory time off, and are not required to adhere to strict time, record keeping, and attendance rules for pay purposes.

3) Union Code
    a. 99: non-represented employees
    b. BR: Graduate Student Researchers
    c. BX: Academic Student Employees
    d. CX: Clerical and Allied Services
    e. IX: Non-Senate Instructional Lecutres
    f. TX: Technical
4) Headcount
    a. Enter the total number of positions supported by the same funding source.
    b. If positions are funded from different sources, please submit a separate form for each funding source.
5) Common job codes used:
    a. GSRs: 3276
    b. Student 1: 4922
    c. Student 2: 4921
    d. Student 3: 4920
    e. Student 4: 4919