

Hastings College of the Law REQUESTED CHANGES IN STAFFING	
Purpose: Please use this form to request funding for all payroll (non-contract) temporary help and/or overtime for your department/office. This form is also to be used to request new positions. Include justification and cost detail supporting the request.	
Department/Office:	Fiscal Year:
Prepared By: (Budget Manager)	Date:
Approval Signature: (Division Manager)	Date:
<i>REQUEST FOR NEW POSITION, NON-CONTRACT TEMPORARY HELP, OR OVERTIME</i> <i>(explain fully, including number of hours and cost):</i>	