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:

REQUEST FOR NEW POSITION, NON-CONTRACT TEMPORARY HELP, OR OVERTIME

(explain fully, including number of hours and cost):