

Instructions for Competing and Routing Personnel Requisition

Type or Print legibly

- Enter your department name
- Enter date you complete form
- List name of department/division chair or manager
- List name of immediate supervisor if different from above
- List working title of position (may be different than classification)
- Indicate whether position is full-time or part-time and if temporary
- Indicate whether the position is replacement or new
- If new, list name of individual who is being replaced
- Estimate date when you would like new person to start
- List incumbent's actual or expected termination/separation date
- Enter appropriate job classification code – single letter (refer to Classification List)
- Enter account number and account title (refer to Account Titles)
- Complete with as much detail as possible Skills Required, Educational Background Required and Responsibilities and Duties OR attach a job description (forward electronic copy to Assistant VP for Human Resources)
- Contact HR to obtain appropriate Hire Rate

Routing Procedures

- Division/Department Chair/Manager signs and dates (retain copy)
- Forward to Department Vice President for signature who
- Forwards to Assistant VP for HR for review and signature
- AVP for HR forwards to V.P. for Finance
- Search Commences

Classification Listing and Codes for Baldwin-Wallace Positions

JOB CLASSIFICATION	CODE
FS ASSOCIATE I	(A)
FS ASSOCIATE II	(A2)
FS ASSOCIATE III	(A3)
SERVICE WORKER	(B)
SERVICE SPECIALIST	(C)
SECURITY OFFICER	(C2)
SECURITY SUPERVISOR	(C3)
CRAFTS PERSON	(D)
CRAFT SUPERVISOR	(E)
NURSES	(F)
TECHNICIAN	(G)
RECEPTIONISTS/CLERKS/DATA ENTRY	(H)
OFFICE SPECIALIST	(I)
SECRETARY / OFFICE MANAGER	(J)
ADMINISTRATIVE ASSISTANT	(K)
TECHNICAL SPECIALIST	(L)
TECHNICAL / ANALYST SPECIALIST	(L2)
SR. TECHNICAL ANALYST SPECIALIST	(L3)
ACADEMIC SUPPORT SPECIALIST	(M)
AUXILIARY ENTERPRISE SPECIALIST	(M2)
ADMINISTRATIVE STAFF	(N)
ADMINISTRATOR	(O)

MANAGER	(P)
SENIOR MANAGER	(Q)
OFFICERS	(V)

Primary Payroll Account Numbers

Monthly Payroll

x-xxxxx-	5001	Full-Time Faculty	
	5002	Full-Time Faculty	Overload
	5003	Adjunct Faculty	
	5004	Salaries (Administrative)	

Bi-Weekly Payroll

x-xxxxx-	5005	Full-Time Wages Part-Time	
	5007	Wages	
	5006	Overtime	

Monthly and Bi-Weekly

x-xxxxx-	5050	Short-Term Disability	
	5051	Parental Leave	
2-xxxxx-xxxx		Grant Fund Account	
1-xxxxx-xxxx		B-W Account	