

Instructions

Medical College of Georgia

Employment Request (ER)

For HR use only
Req. # _____
Posted: _____ to _____

Positions are posted on Monday, Wednesday and Friday. ER's must be submitted, with all necessary approvals, by 12:00 p.m. to post the following day.

Position Information

Position Title:	Dept Name:	Budget Unit No:	Position Number:
Class Code:	Pay Grade:	Shift:	Work Com. %
Nature of Vacancy:	New Position	Currently Vacant	Replacement
Date Available:			Employee Vacating:
QIC (Qualified Internal Candidate; within hiring department only, classified employees only – posted 3 days internally)		Regular Posting (5 day minimum)	
Physical Required (Position requires a high level of physical activity or is located in the hospital)			
Drug Screen Required (Position requires working with patients, operating MCG vehicles and/or machinery)			

Contact Information (Please Print):	Supervisor/Position Interviewer:
Department Contact:	
Campus Room No: Office Ext: Fax:	Office Ext: Fax:

Salary Distribution Information

Base Salary: \$	Hourly	Annually	Total amount currently funded for this position: \$			
Fund	Department	Program	Class	Project	Rate	Rounded \$ Amount
Fringes:						
1.0000						

Signature Authorization

Person completing form:	Date:	Signature:
Dept Head:	Date:	Signature:
Dean's Office:	Date:	Signature:
Sponsored Accounting:	Date:	Signature:
Budget:	Date:	Signature: