

# WESTERN SYDNEY UNIVERSITY



## Establishment Form - New or Change Existing Positions

Use this form to establish a new position or change details of an existing position.

Additional information is available in the ['Establishment Guidelines'](#) & ['Guidelines for Business Case Submission prior to Recruitment'](#).

Reason for Form					
Establish New Position?	Yes	- Please attach an authorised PD & Business Case			
	No	- Position No. to be changed:			
Nature of change:					
Position Details					
* Indicates mandatory fields					
*Position Title					
*Effective date of change (d/mm/yyyy)					
End date - limited term positions only (d/mm/yyyy)					
Position Status	F/T	P/T	Hrs per week:		
*School, Institute or Division					
*School/Office					
Sub School/Office					
*Location	Campus	Building			
*Reports to Position	Position No.		Incumbent's name		
Position Fraction (FTE) for changes to existing part time positions attach details of new roster					
*Work Function					
Recommended Salary level	Level/Band				
Cost Account Number	/	/	/	/31/00	%
Split cost centres must total 100%	/	/	/	/31/00	%
	/	/	/	/31/00	%
Budgeted position <small>For new positions or position budget changes advise the date budgeting is to commence and/or cease in the field provided</small>	Yes		No		
Indigenous employee to fill position	Yes		No		
Position likely to work unsupervised with children	Yes		No		
List any existing positions numbers that report to this new role					

<b>Position Incumbent Details (if known)</b>	
Employee Name:	Employee Number:
<b>Requestor Details</b>	
Name:	Contact No.:
School/Department:	Date:
<b>Delegation Approval Details</b>	
Appropriate approval must be obtained in line with University delegation policy.	
Name:	Contact No.:
Position Title:	
Signature:	Date:

Approval must be obtained in line with University delegation policy and can be submitted by either:

1. Sending the form directly to the Approver via email or
2. Save & Print Form for approval in hard copy.

The approved form is to then be forwarded to your Senior HR Partner within the Office of Human Resources

For assistance in completing this form, contact your Senior HR Partner on 9678 7575