



The Universal Hiring Requisition (UHR)

ABOUT THE FORM

The Universal Hiring Requisition (UHR) is used for *most* hiring situations. Exceptions to this form are: Certified Hourly Assignments, Coaches, Student Activity Workers and Certified Additional Days. There are separate forms for these situations. Please contact your Position Control (PC) Tech if you are not sure which form to use. Please go to the PC web page (or [click here](#)) for the current list of Tech assignments by school or department.

To obtain a blank copy of the Universal Hiring Form (UHR), go to the Hiring Link on the PC web page (or [click here](#)). Other forms for Certified Hourly Assignments, Certified Additional Days and Coaches/Student Activity Workers can be found here as well.

The UHR form is interactive, so some fields or sections will appear/disappear when certain boxes are selected.

Posting Requests: Start by filling out PART I only.

Other Types of UHR Requests: Fill out PART I and PART II.

If you are replacing an existing employee, a prior Payroll Transmittal or the DW5005 Employee Information report will show position information as it has been entered into Business Plus. This information is requested in various parts of the UHR; for instance: Position Title, Type of Calendar, Number of Contract Days, and Funding Account Number.

SYSTEM REQUIREMENTS

You will need Adobe Acrobat Reader or Adobe Acrobat Professional to complete the UHR form. If you do not have one of these software programs on your computer, please go to the Application Catalog and download one or the other. If you need help with the download, please call the IT Help Desk at 789-3456.

TOP OF THE FORM



WASHOE COUNTY SCHOOL DISTRICT
Office of Human Resources
UNIVERSAL HIRING REQUISITION for

ADMINISTRATIVE/PRO-TECH, CERTIFIED, EDUCATION SUPPORT PROFESSIONAL, & STUDENT EMPLOYEES

School/Department: Date:

Name of Administrator Completing Form:

PART I-PERSONNEL REQUISITION

PART I - PERSONNEL REQUISITION

Part I must be completed and e-mailed in order to post your opening. You may not begin the hiring process until you receive the approved form back with a Position Control number assigned. Please send form to Position Control at positioncontrol@washoeschools.net

Employee Type: Administrative Pro-Tech Certified Education Support Professional/School Police Student

Type of Request: Posting Vacancy Hire Selected Candidate
Please check one TAP Reassignment/Change (inc. hours) Position Title:

New Allocation? Yes No If Replacement, Name of Employee Being Replaced:

Employee ID: E000 Reason for Replacement:

EMPLOYEE TYPE

Administrative: Principal, Assistant Principal, Central Admin Leadership, Area Superintendent, etc.

Pro-Tech: Professional-Technical staff who are not certified teachers (usually Central Admin). Accountants, Analysts, Managers, Directors, Coordinators, Specialists – to name a few.

Certified: Teacher, Dean, Counselor, Librarian, Teachers on Special Assignment, Program Coordinators who hold teacher certification, Implementation Specialist.

Education Support Professional/School Police: Classified hourly support staff and school police. Teacher Aide, Teacher Assistant, Clerical Aide, Bookkeeper, Secretary, Executive Assistant, Program Services Tech, Technician, Custodian, Site Facilities Coordinator, Nutrition Services Workers, Bus Driver, Liaison, Facilitator – to name just a few.

Student: Student Worker

TYPE OF REQUEST

Posting Vacancy: To advertise a vacant position

Hire Selected Candidate: To place a candidate when posting is not required. Please contact HRPostingHiring@washoeschools.net for guidance on posting requirements.

TAP: Temporary Assignment Pay or temporary fill-in position

Reassignment/Change: Reassign teacher within the same school, increase/decrease hours, change funding, any other change not already described

NEW ALLOCATION

Yes: A new allocation is a position you have not had before. For example: you gain an allocation due to enrollment increases, grant funding has been provided for a new position, or a new position has been approved through the budget process.

IMPORTANT: Formal position budgets must be set up when new allocations are created or if allocations are changed. Position Control may request an approved Allocation Adjustment form to set up budgets before the UHR can be moved forward.

No: Please complete the Name of Employee Being Replaced, the Employee ID # and the Reason for Replacement (i.e., transferred to new position, resigned, etc.). It is helpful to indicate where an employee is being transferred to.

IMPORTANT: Position Control is required to confirm there is a vacancy before the UHR can be moved forward. Separation paperwork must be received by Human Resources, or a transfer UHR by Position Control to create a vacancy.

FOR ADMIN, PRO-TECH, CERTIFIED ONLY

For Admin, Pro-Tech, Certified only	
Type of Contract:	<input type="checkbox"/> Standard <input type="checkbox"/> OYO <input type="checkbox"/> Limited Term Standard End Date: <input type="text"/> <input type="checkbox"/> Day to Day <input type="checkbox"/> Multi-Year End Date: <input type="text"/>
FTE:	<input type="checkbox"/> Full-time <input type="checkbox"/> Half-Time <input type="checkbox"/> Other Other FTE Amount: <input type="text"/>
Comments:	<input type="text"/>
Type of Calendar:	<input type="text"/> Number of Contract Days: <input type="text"/>

Type of Contract:

Standard – The position is ongoing and no end date is required.

OYO – The position is for One Year Only. The end date is usually the last working day at the end of a school year.

Limited Term Standard – An end date is required. There are also options for Day to Day (used for Long Term Subs and Sub Counselors) and Multi-Year End Date (used for some Grant funded positions that expire within a specified time frame).

FTE: Full Time = 1.0, Half-Time = 0.5, Use 'Other' to specify the fraction that applies.

Comments: Any additional information you wish to convey about this specific UHR (i.e., note the Conversion number if applicable, etc.).

Type of Calendar: This refers to a calendar code that Business Plus uses to define which calendar days an employee is contracted to work. A Payroll Transmittal or DW5005 for the previous employee contains this definition. Examples include: Teacher, SubTeach, Admin214, Admin190, Pro250, Trad195, etc. NonPatch means that the timekeeper enters time worked each pay period.

Leave this blank if you are not sure and PC will fill it in for you.

The Number of Contract Days: The number of days the employee is contracted to work (i.e., a teacher's contract is normally 185 days, and Pro-Techs usually work 250 days).

FOR EDUCATION SUPPORT PROFESSIONAL/STUDENT ONLY

For Education Support Professional/Student only		Duration:	<input type="text"/>	Type of Calendar:	<input type="text"/>		
Total No. of days:	<input type="text"/>	Hours per week:	<input type="text"/>	Position Start Date: (if known)	<input type="text"/>	End Date:	<input type="text"/>
Comments:	<input type="text"/>						

Duration: box has a Drop down menu of Regular (9, 10, 11 months), One Year Only, Temporary (6 months or less), 12 months (year round), On Call and Multi-Year.

Type of Calendar: will correspond with the duration (i.e., Class180 calendar is used for employees that work 180 days, CLASS calendar is used for employees that work 260 days, etc. (If you are not sure, refer back to a prior Payroll Transmittal or the DW5005 report.)

Total No. of days: Refers to the days worked for the entire *year* (i.e., 180 days, 260 days, etc.)

Hours per week: Refers to the total number of hours worked for the whole week (not the number of hours worked in a day).

Position Start Date: Use 'Hire Date' for a Posting. Otherwise give the date employee can start work.

End Date: Leave blank unless the job term is limited for some reason (Grant position or temporary allocation).

Comments: Any information you feel is relevant to this UHR.

FUNDING SECTION

Change fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Funding source:	<input type="text"/>	Description:	<input type="text"/>
Freeze?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Freeze #	<input type="text"/>	Funding Acct. # (If known)	<input type="text"/>
Comments or Special Requirements:	<input type="text"/>				Check box before saving <input type="checkbox"/>

Change Fund?: Mark Yes or No.

Funding Source and Description: Use the drop-down menu to make a selection. Use the Description box to indicate a specific type of grant.

Freeze? This will be filled in by Position Control if a hiring freeze is in effect.

Funding Acct. #: Not required but helpful if known.

Comments or Special Requirements: Any additional information related comments to funding.

Check box before saving: This just reminds you to be sure you have completed all necessary fields.

PART II-SELECTION RECOMMENDATION/REASSIGNMENT

Part II is required before submitting the UHR to Position Control *unless* the request is for Posting Vacancy. For Posting Vacancies, Part II remains blank when the UHR is first submitted to Position Control. Human Resources will return the UHR to the hiring manager after it has been processed, along with a hiring packet and instructions. Once interviews are completed and a candidate is selected, the hiring manager is required to fill out Part II and return the UHR to HRPostingHiring@washoeschools.net.



WASHOE COUNTY SCHOOL DISTRICT
Office of Human Resources

PCO#

UNIVERSAL HIRING REQUISITION for
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PART II - SELECTION RECOMMENDATION/REASSIGNMENT

This part is to be completed once you have followed appropriate hiring procedures and have selected a candidate. When you have completed Part II of the form, please save it and email it as an attachment to: HRPostingHiring@Washoeschools.net

This section is to be completed once you have followed appropriate hiring procedures and have selected a candidate. New employees MUST attend orientation prior to beginning work. UHRs for ESPs due 5pm, Wednesday prior to NEO. An applicant is not authorized to begin working and/or requested changes are not authorized to be made until this form is approved by Business and HR.

Name of Candidate Selected/
Requested: SSN: XXX-XX- Date to Begin:

Is the candidate a current WCSD Employee? Yes No ID # E000 Current Location:

Is this position an additional assignment? Yes No Candidate's Current Position:

For Education Support Professional only:

Will the candidate now work 27.5 or more hours per week? Yes No

Check this box before signing

Date signed:

Administrator's Signature:

Name of Candidate Selected/Requested: Enter First and Last Name

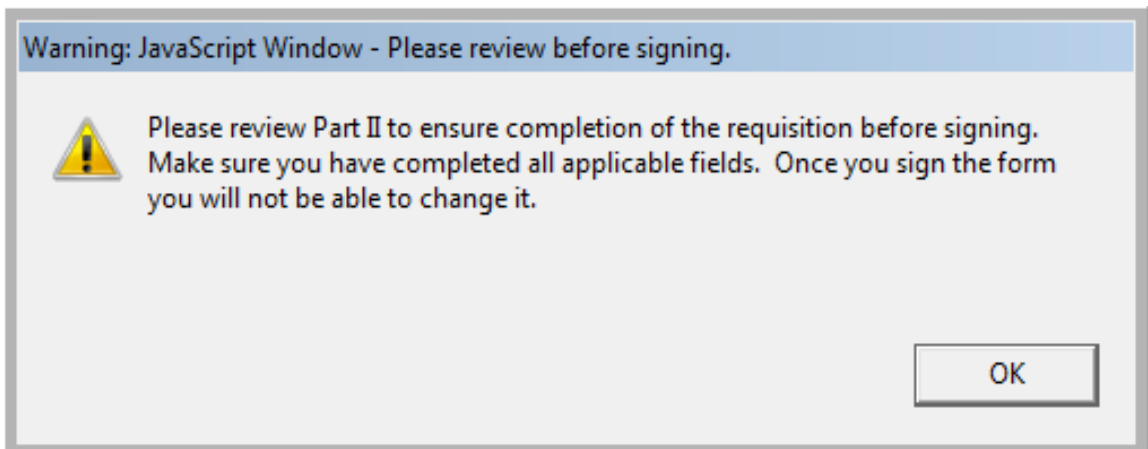
SSN: For new hires only, provide the last 4 digits of their Social Security number.

Date to Begin: Date the employee will begin the position or changes will take effect.

Is the Candidate a current WCSD Employee? If Yes, a box will appear asking for the Employee's ID # and Current Location.

Is this position an additional assignment? If Yes, a box for Education Support Professional employees will appear, asking whether the candidate will now work 27.5 or more hours per week. ESP employees who work 27.5 or more hours per week may be entitled to benefits.

Check this box before signing: The message below will pop up



Click OK, enter the date signed, and attach your Digital Signature.

If you need help with creating a Digital Signature, please see instructions for Creating your Digital Signature file on the Position Control web page (or [click here](#)).

Save the UHR to your Desktop before closing and email to PositionControl@washoeschools.net.

For additional help completing the UHR, please contact your Position Control Technician. A list of PC Techs assigned to each school and location can be found on the PC web page (or [click here](#)).