

IMMEDIATE NEED REQUEST

2023-24

Requested by: Human Resources				
		Date to VP: 5/18/2023		
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Human Resources			
		Date to Cabinet: 5/23/2023		
Division:	Human Resources	Outcome:		
Vice President:	Sokha Song			
		Sokha Song		
Budget Request(s)	Justification for Request(s)	Funds Requested **		
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing
1. One-time funding - Human Resources Technician CA-Range 90) From: 07/01/23 to 10/31/23	The HR department is in urgent need of one-time funding to address the situation arising from the absence of an HR Technician assigned to Recruitment. This individual is currently on an unexpected leave of absence, and it has been discovered that the leave might result in retirement. The vacancy left by this technician has had a significant impact on the EEO Compliance and Recruitment Services Department. Within a short span of time, the number of HR technicians responsible for managing recruitment has decreased from five to three, with one technician set to depart on 6/1/23. Despite this reduction in staff, the workload has not diminished but, in fact, has increased. As a result, the recruitment process for multiple requests to fill positions is experiencing delays. Receiving the requested one-time funds would enable us to utilize the permanent funds towards filling this vacant position. Doing so would alleviate the strain on the current team and allow us to address the workload effectively.	52,780.00	X	
Account Number(s):	XXXXXX-200000-211000-673000-2100			
2.				

	Account Number(s):					
3.						
	Account Number(s):					

****** *Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.*