

Sample Exception Request Form (ERF) Intake Form

Position Cost Control Exception Request Form (ERF)

Used to initiate permissible exception requests under the FY27 Hiring Freeze and Position Cost Control Measures.

The Exception Request Form (ERF) must be completed, submitted, and approved prior to initiating any transaction for which an exception is being sought, and must be attached as supporting documentation with the transaction in ROCS, ServiceNow, PeopleSoft, or Marketplace depending on the nature of the transaction. The ERF must be approved by all levels as outlined in the Exception Authority Matrix before the requested action or transaction may proceed. Please ensure all required fields are completed and that any supporting documentation is attached at the time of submission.

Approval of this form authorizes review of the request in accordance with the Position Cost Control guidelines. Submission of this form does not guarantee approval and does not replace any additional reviews, evaluations, or approvals that may be required.

*** Indicates required**

*** Requestor's Name:**

Requestor's Name

*** Cabinet:**

Requestor's Cabinet

*** Department:**

*** Submission Type:**

-- None --

Requestor's Title:

Requestor's Title

*** School/Unit:**

Requestor's School/ Unit

Submit

Required information

Department:

Submission Type:

Transaction Type:

Request Type:

Permissible Exception Category:

If Submission Type = Resubmission:

*Submission Type:	*Initial Submission Case Number:
Resubmission -- None -- Initial Submission Resubmission	
	Approver #2

Transaction Type:

*Transaction Type:

-- None --

-- None --

Faculty or Other Academic Role

Staff Role

Independent Contractor

Temporary Staffing Firm

request type:

-- None --

Approver #2

Approver #4

Approvers autofill based on Transaction Type & if ERF supports academic mission:

*Transaction Type: Faculty or Other Academic Role	
Approver #1 VIVIAN FERNANDEZ	Approver #2 KEENA ARBUTHNOT
Approver #3 KIMBERLY LEWIS	Approver #4

*Transaction Type: Staff Role	*Does this Role Directly Support the Academic Mission (e.g., Academic Advisor, Student Success Support, Student Support Consultant)? ☐ Yes ☐ No
Approver #1 	Approver #2
Approver #3 	Approver #4

If Transaction Type = Independent Contractor, additional fields populate:

*Transaction Type: Independent Contractor	*Does this Role Directly Support the Academic Mission (e.g., Academic Advisor, Student Success Support, Student Support Consultant)? ☐ Yes ☐ No
*Is this a single-day event or activity funded 100% through student fees? ☒ Yes ☐ No	
*Event/activity Date: MM-DD-YYYY	
*Event/activity Name: 	
*Total Expense: 	

Additional fields if Transaction Type = Faculty or Other Academic Role or Staff Role:

- **Number of Positions to be Filled:** Only visible if “Request Type” = Fill a Vacancy/ Recruitment
- **Upload Additional Supporting Documents** becomes mandatory if “Number of Positions to be Filled” is greater than 1

* Position Type:

-- None --

* Negotiating Unit:

-- None --

* Request Type:

Fill a Vacancy/Recruitment

* Number of Positions to be Filled:

* Permissible Exception Category:

-- None --

Employee Name (if applicable):

* Position Title:

* Position Grade:

* Based on the Exception Category identified above, please provide the justification below: ?

Why is this necessary to support the operating unit? What is the impact on the operating unit if this request is not approved at this time? ✕

Upload Additional Supporting Documents ?

Attachment required if ERF will be used for more than one vacancy. ✕

Upload

Budget Fields if Transaction Type = Faculty or Other Academic Role or Staff Role:

FY'27 Budget Details

*What is the anticipated budget impact of this action?

-- None --

* Financial amount of request:

Budgeted

*Salary

*Fringe

* Other

Total

Sums up Salary + Fringe + Other

Proposed

*Salary

*Fringe

* Other

Total

Sums up Salary + Fringe + Other

Financial Impact

Salary

Budgeted salary - Proposed salary

Fringe

Budgeted fringe - Proposed fringe

Other

Budgeted other - Proposed other

Total

Budgeted total - Proposed total

Funding Source for Request Fields if Transaction Type = Faculty or Other Academic Role or Staff Role:

Funding Source for Request

Restricted/External (e.g., grants, contracts)

*Salary

*Fringe

*Other

Total

Sums up Salary + Fringe + Other

Restricted/Internal (e.g., gifts, endowments)

*Salary

*Fringe

*Other

Total

Sums up Salary + Fringe + Other

Unrestricted

*Salary

*Fringe

*Other

Total

Sums up Salary + Fringe + Other

Additional fields if Transaction Type = Independent Contractor or Temporary Staffing Firm:

*Request Type:

*Permissible Exception Category:

*Vendor/Company Name

*Based on the Exception Category identified above, please provide the justification below: ?

Why is this necessary to support the operating unit? What is the impact on the operating unit if this request is not approved at this time? ✕

Upload Additional Supporting Documents ?

Attachment required if ERF will be used for more than one vacancy. ✕

 Upload

Budget Fields if Transaction Type = Independent Contractor or Temporary Staffing Firm:

FY'27 Budget Details

*What is the anticipated budget impact of this action?

*Temporary Staffing Firm Type:

*Length of Term (in months):

*Total Contract Value (amount to be paid over the full term of the contract):

Amount

*Restricted/External (e.g., grants, contracts)

*Restricted/Internal (e.g., gifts, endowments)

*Unrestricted

Total

**Sum of Restricted / external +
Restricted / internal + Unrestricted**