

This is an internal Rutgers Health document that should be submitted with all required documentation per the Requirements for Action Chart for Faculty transactions in Perceptive Content or Smartsheet. This document will aid in the submission of the formal ERF.

Rutgers Health
Faculty and Other Academic Positions
Exception Request Form (ERF)

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 personnel transaction in ROCS, ServiceNow, or PeopleSoft 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.

Requestor's Name:

Requestor's Title:

School/Center/Institute:

Department:

Request Type:

Position Type:

Negotiating Unit:

Exception Category:

Employee or Candidate Name (if applicable):

Position Title:

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?

Salary Grade (for grades that are changing, please include proposed grade):

Upload Necessary Supporting Documents, along with the internal Rutgers Health ERF form as you normally would in PC or Smartsheet. Please ensure you are submitting all necessary documentation per the Requirements for Action chart after providing the budget details on page 2 of this form.

FY'27 Budget Details

Any questions related to completing this section of the form may be directed to the Associate Dean of Finance and Administration or Director in charge of Finance in your unit. Alternatively, you may contact Kathleen Bramwell at Kathleen.Bramwell@rutgers.edu.

What is the anticipated budget impact of this action?

Financial amount of request: \$

	Salary	Fringe	Other	Total
Budgeted	\$	\$	\$	\$
Proposed	\$	\$	\$	\$
Financial Impact	\$	\$	\$	\$

Funding Source for Request (this should be the full amount of the salary broken out by the buckets):

	Restricted/External (e.g., grants, contracts)	Restricted/Internal (e.g., gifts, endowments)	Unrestricted
Salary	\$	\$	\$
Fringe	\$	\$	\$
Other	\$	\$	\$
Total	\$	\$	\$

Independent Contractor Details. If applicable to your request, fill out the following information

Independent Contractor Type:

Length of Term: years months

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

	Restricted/External (e.g., grants, contracts)	Restricted/Internal (e.g., gifts, endowments)	Unrestricted	Total
Amount	\$	\$	\$	\$

Temporary Staffing Firm Details. If applicable to your request, fill out the following information.

Temporary Staffing Firm Type:

Length of Term: years months

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

	Restricted/External (e.g., grants, contracts)	Restricted/Internal (e.g., gifts, endowments)	Unrestricted	Total
Amount	\$	\$	\$	\$

STOP: RUTGERS HEALTH FACULTY AFFAIRS WILL NAVIGATE THE SIGNATURES FOR THE ERF REVIEW PROCESS. As noted above, submit to Rutgers Health Faculty Affairs with all necessary supporting documentation per the Requirements for Action Chart via PC or Smartsheet, including the ERF.