

REQUEST TO ESTABLISH/CHANGE A HOURLY POSITION

To establish/change a hourly position, complete Section I. Attach the following forms with your request. (a) Position Description (b) Organization Chart and (c) a Physical Requirements Worksheet. Send completed forms to the Compensation Manager in Human Resources.

| SECTION I – POSITION LOCATION, FUNDING, & AUTHORIZATION | | |
|--|---------------------------|---------------------|
| A. Current Role Title (if applicable): | | |
| Current Working Title (if applicable): | | |
| Current Position Number (if applicable): | HR | |
| Request Role Title: | | |
| Requested Working Title: | | |
| Department Name: | | |
| Budget Code: | Requested Effective Date: | |
| Estimated Yearly Expenditure: | Estimated Hourly Rate: | |
| Position Justification: | | |
| Are hourly funds appropriated in current budget? Yes No | | |
| If no, is budget adjustment attached? Yes No | | |
| B. Authorization: | | |
| _____ | _____ | _____ |
| Requestor | Signature | Date |
| _____ | _____ | _____ |
| Budget Unit Director (If Different) | Signature | Date |
| SECTION II – APPROVAL/DISAPPROVAL | | |
| New Role Title: | Role Code: | Pay Band: |
| New SOC Title: | SOC Code: | Info Tech Position: |
| Class Title is Appropriate: _____ | | |
| Human Resources Compensation Manager | | Date |
| New Position Number: _____ | Effective Date: _____ | |
| Funding is Available: _____ | | |
| Budget Office | | Date |

