INSTRUCTIONS FOR PREPARING HR-2000
(Request for Position Action)

Section I. Completed by the Budget Unit Director or his/her designee. A - J must be completed to request an action for Faculty (Administrative/Professional) positions. Academic Affairs Vice President office will complete this section for Faculty (Teaching/Research) positions.

A. Select appropriate box for the employee type. Select the desired action.
B. For new Faculty (Admin/Prof) positions, complete only department name, budget code, and percent (%) of funding for position information. (HR assigns position #). For existing Faculty (Admin/Prof) positions, complete all information. For Faculty (Teaching/Research), complete all current and proposed information.
C. All justification questions must be completed.
D. Provide funding source. If funding source is from existing resources, specify the budget code and sub-accounts. If funding source is from new source, please attach documentation that justifies or approves the funding of this action.
E. Provide estimated cost for new position establishments only.
F. Provide length of appointment.
G. Provide proposed Faculty title.
H. Provide requested effective dates (should be on the 10th or 25th of a month.)
I. Signatures - Take the form to the VP or designee for signature and transmittal to Human Resources.

The HR-2000 must be fully completed with all attached documents in order to be processed by the Vice President, Human Resources, and Budget. Required attachments include a Position Description, organizational chart, and physical requirement worksheet. All forms must be typed.

Section II. Prepared by the Human Resources staff after conducting their review and making their recommendations. The HR-2000 is returned to the Budget Unit Director by the HR staff for appropriate budget adjustment attachments and the Vice President’s approval.

Section III. The Budget Unit Director obtains exact increased funding costs from the Budget Office, prepares appropriate budget adjustment and attaches adjustment to the HR-2000. Obtains the approval signature by the Vice President or his/her designee and submits the packet to the Budget Office.

Section IV. Budget Office signs for approval. IF POSITION FUNDING INFORMATION AND APPROPRIATE BUDGET ADJUSTMENTS ARE NOT ATTACHED, THE HR-2000 WILL BE RETURNED TO THE BUDGET UNIT DIRECTOR WITHOUT ACTION. Budget Office approves based upon University Employment level and appropriate funding.

President’s signature is required only for the establishment of new Faculty (admin/prof) positions outside the budget process.