

**INSTRUCTIONS FOR HR-3 FORM**  
**Request to Establish/Change an Hourly Position**

To establish a new or to change an existing hourly position, the Budget Unit Director will submit the HR-3 form, along with the following forms, to the Compensation Manager in Human Resources.

- (a) Position Description
- (b) Organization Chart
- (c) Physical Requirements Worksheet.

**Section 1-A:**

To be completed by the requesting supervisor

- Current Role & Working Title:** If this request is for a change in an existing hourly position, print in or type the current role and working title. (Leave blank if this is a new position.)
- Current Position Number:** If this request is for a change in an existing hourly position, print or type in the current position number. (Leave blank if this is a new position.)
- Requested Role & Working Title:** If this is a request to establish a **new position**, print or type in the role and working title you believe is most appropriate to your needs.
- Department Name:** Print or type in the name of your department.
- Budget Code:** Print or type in the budget code which will fund this position.
- Estimated Yearly Expenditure:** Hourly employees are restricted to working 1500 hours in a 12 month period. If you are expecting this position to work the full 1500 hours in a 12 month period you would take the **hourly rate** of the new position and multiply that rate by 1500 hours.
- Requested Effective Date:** This date represents the date that this position will be **established**. (*Not the date you expect to hire the new employee.*) Therefore, if you want your position to be filled by July 10, 2000, you will need to make your  
  
REQUESTED EFFECTIVE DATE, at least 4 weeks prior to the hire date, this will allow time for the recruitment and selection process to take place.
- Estimated Hourly Rate:** Print or type the estimated hourly rate.
- Position Justification:** Write or type a summary to justify the reason for the establishment of this position, (ie: shortage of staff, peak workload, special projects, additional workload which does not justify a full time position.)
- Are hourly funds appropriate in current budget?** Check **YES** if this position was previously appropriated in your current budget.  
Check **NO** if this position was not appropriated in your budget

and attach a **BUDGET ADJUSTMENT** with this request.

**Section 1-B:**

To be completed by the Budget Unit Director (BUD)

**The BUD will send the HR-3, the position description, the organization chart, and the physical requirements worksheet, to Human Resources.**

**Section II:**

Human Resources will conduct an audit on the position duties and determine the most suitable role title and pay band.

Human Resources will forward the HR-3 to the Budget Office.

The Budget Office will review the request, review the budget adjustment, if applicable, then approve/disapprove the request.

If the request is disapproved, the Budget Office will contact the BUD, with an explanation for the disapproval. The Budget Office will also contact Human Resources and inform them of their disapproval and the process will **stop**.

If the request is approved, the Budget Office will assign a position number to the new position and return the request to Human Resources.

Human Resources will notify the BUD in writing that the position has been approved and established.