

## HRM-4 INSTRUCTIONS

- This form is used to request the establishment of a new salaried position, the reclassification of an established (existing) position, an overlap period or a salary range when posting a vacant position, an FTE change to an established (existing) position, or other position changes requiring administrative approval.
- A complete UPO-31, Position Planning Guide, and a completed HRM-5, Recruitment Request Form, must be attached to the salaried position request form (HRM-4) when requesting a new salaried position.
- A current UPO-31, Position Planning Guide, and Form HRM-6, Appointment/Position Authorization Form, must be attached to the Salaried Position Request Form (HRM-4) when requesting a reclassification of an existing filled position. For reclassifications of a vacant position, the HRM-6 is not required, instead complete and attach HRM-5, Recruitment Request Form.
- The HRM-4 and attachments must be submitted through the signature routing as indicated on the front of the form to the Human Resources Department. Upon final approval, a copy of the approved Form HRM-4 will be returned to the department. In cases involving reclassification, the Form HRM-6 will be signed and processed by Human Resources.

### Definition of Selected Fields:

**Position Number** – This is an EIS number to uniquely identify a salaried position. For new position requests leave this box blank. For reclassification requests insert the position number for the established (current) position.

**HR DeptID** – The account designated as the principal account for the department. The position may or may not actually receive funding from the HR DeptID account.

**Department** – The name of the department associated with the HR Dept ID.

**Job Code** – The number assigned to the job title. See the current University Pay Plan for a complete list. If requesting a new job title, leave job code blank.

**FTE** – The percentage of a full-time workload for which the position is to be budgeted for the period indicated, i.e., 40 hours per week = 1.0, 20 hours per week = 0.5

**Pay Grade** – For classified job titles, the pay grade indicates the rate at which the position is to be budgeted for the period indicated.

**Budget Months** – The number of months the position is normally on the budget. Most staff positions are either 12.0 or 9.0 months.

**Full-time Monthly Rate** – This is the full-time rate divided by the budget months.

**Full-time Rate** – the amount of money that would be budgeted for the position if it was 100% for the full term of the budget months.

### (Under Payment Account Distribution:)

**Dept/Proj #** – The account(s) funding the position.

**Distribution %** – The percentage of the Budgeted Amount that is to be funded for the position by this account. The total Distribution % should always equal 100%.

**Budgeted Amount** – The amount of money to be budgeted from this account for the position for the period indicated.

**Net Budget Change** – The amount of additional monies required from the account during the current fiscal year to fund the position. Net budget change:

$$\frac{(\text{New full-time rate} - \text{Old full-time rate}) \times \text{Account FTE}}{\text{Budget Months}} \times \text{Months to be paid from start date to end date}$$

**Annual Recurring Cost** – The annualized change in monies required from the account to fund the changes entered during future fiscal years. This item is a shaded area to be completed by the Vice President's office only when subsequent year's budget is already prepared. Recurring annual cost:

$$(\text{New Annual Full-time Rate} - \text{Old Annual Full-time Rate}) \times \text{Position Account FTE}$$