**HRM-6 Instructions -** This form is used to add, change, or remove job data on a regular salaried position. This form is a turnaround document. The current data on a position and its related job is printed in the shaded boxes on the form. The department should only write in the changes to be made in the non-shaded areas of the form. Completely shaded areas are to be completed by Human Resources or Payroll.

**Note:**
1) For all NEW employees, the Employee Biographical Data Form (EBD), I-9, and W-4 MUST be attached or the Job/Position Data cannot be entered.
2) For new staff employees, attach signed application, two verifications of previous employment, and transcripts and/or certifications as required by the position.
3) Staff position data changes that require either the expenditure of additional funds or reclassification must be accompanied by a completed HRM-4 (Salaried Position Request Form).

**Section 1: Action(s) -** This section is used to select the action(s) being taken on the form. Multiple actions are allowed on the same form. Please note that some actions require additional documents or comments relating to that particular action. If the form is being prepared to remove an incumbent, complete the section "Complete to Remove Incumbent" with the incumbent's payroll removal time & date, the last day/hour physically on the job, and (if applicable) the expected date of return.

**Section 2: Employee Data -** Complete this section with the EMPLID (if known) and name of the incumbent. If data is pre-printed on the form, check to make sure information printed is correct or change if changing incumbents. If EMPLID is not known, or if the employee is a new hire, leave this field blank, and the EMPLID will be generated by HR.

**Section 3: Job/Position Data -** Verify or change the data listed in each field in this section.
**Position No.:** The unique number that represents this position. Generated by HR for new staff positions. Generated by the Provost for new faculty positions.
**Effective Date:** The first day of the addition or change being made to the job/position. For terminations, the date the employee is removed from payroll.
**Empl Rcd #:** The number that represents this job. An employee may have multiple job assignments associated with multiple Empl Rcd #'s.
**Department #:** The base department account number.
**Department Name:** The official University base department name.
**Job Code: (**Formerly Budget Item Code) The numerical code associated with each individual Job Title.
**Job Title:** The official University job title for this position.
**Standard Hours:** The regular number of hours the incumbent will work each week, i.e. 40, 20.
**FTE:** The percentage of full-time for which the position is budgeted for the period indicated, i.e. 1.0, .5.
**Monthly Rate:** The monthly base compensation amount. If "Sal Sprd" is indicated under "Ofr Code" in the HR Use Only section, this means the employee has elected 9/12 payment of his/her salary. The monthly rate of the employee reflects the annual salary divided by 12 months for employees electing 9/12 payment.
**Annual Full-Time Rate:** The annualized salary of the employee based on the appointment period of the employee. Appointment periods can be 12 months, 9 months or 4.5 months. The appointment period can be found under "Dflt Appt" in the HR Use Only section.

**Section 4: Funding Distribution for Earnings** – Complete this section to indicate the source of funding of the salary for this job/position.
**Effective Date:** The first day of the funding addition or change for this job/position.
**End Date:** The last day of the funding addition or change for this job/position. For terminations, the date the employee is removed from payroll.
**Dept/Proj #:** (formerly Dept Acct) The source of funding for the indicated time period and/or Dist%.
**Dist %:** The percentage of the salary that should be funded by the indicated Dept/Proj #.
**Monthly Amount to Pay:** Amount of salary for a full calendar month multiplied by the Dist %. To calculate: Monthly rate x Dist %. (Ex. $2000 x 50% = $1000)
**Dept/Proj Acct Adjustment:** Use to indicate a different account for hours over standard for part-time non-exempt staff.

**Section 5: Additional Pay –** Complete this section to document additional pay (base salary augmentations) to be paid to the job incumbent. Multiple types of additional pay can be listed.
**Effective Date:** The first day of the additional pay addition or change for this job.
**End Date:** The last day of the additional pay addition or change for this job. If the additional pay is to continue indefinitely, do not indicate an end date.
**Earn Code:** The specific type of additional pay being added or changed. Commonly used codes include:
**AUG** – Augmentation **CEL** – Cell phone allowance **CAR** – Car allowance **INT** – Internet broadband allowance
**Monthly Amount –** The monthly amount of the additional pay
**Dept/Proj#:** The source of funding for the additional pay.
**Position Number:** Used for budgetary reference only

**Section 6: Comments –** Complete this section to indicate any Job/Position change action that was not listed in Section 1. Additionally, complete this section to provide clarification for actions taken in Sections 2-5. Indicate use of paid leave in Section 6 if applicable.

**Section 7: Approvals –** Compete this section by routing the document to the appropriate signature authorities. A copy of this form should be retained in the department. The original document (with signatures) should be routed to the Human Resources Department.