HRM-8 INSTRUCTIONS (The most current version of this form and instructions may be accessed at www.hr.unt.edu/main by selecting the "Forms" page.)

This form is used to authorize a person for an hourly job. The HRM-8 does not actually authorize payment for a person. It causes the person's job information to appear in the EIS Time and Labor system. The department must enter and approve for payment the number of hours worked within the appropriate payroll period into the EIS Time and Labor system by the published deadlines in order for payment to be generated. The HRM-8 must either be typed or prepared electronically. **All signatures must be original (do not submit electronically for processing).** Submit one original only and copy this form for your files before submitting; no confirmation copies will be sent.

Routing Instructions: Signatures by the Account holder, Department Head, Dean/Director, Financial Aid Office, and Research Services should be obtained before being sent to HR or the Student Career Center. The HRM-8 should be routed to the Student Career Center for all job codes except 1814. Job Code 1814 should be routed to Human Resources.

DEFINITION OF SELECTED FIELDS:

Base Department Number: The base account number of your department. In the EIS system, this number is preceded with an "N" for UNT accounts and an "S" for UNT System accounts. Ex. N10001, N31234, S10090.

Action: The payroll action being requested. Available actions are ADD and CHG (Change). **Only one action allowed per form.**

Reason: The reason for the action being requested. Indicate one reason per action. Available reasons are listed on the front of the HRM-8.

Effective Date: The first day of the action being made to the job.

EMPL ID: The unique identification number assigned to all students and employees of the university. If EMPL ID is not known, or if the employee is a new hire, leave this field blank. The EMPL ID will be generated by HR.

Empl Rcd #: The number that represents an individual job for an employee. An employee may have multiple job assignments associated with multiple Empl Rcd #'s. For ADD actions, leave the Empl Rcd # blank; it will be generated by HR. For CHG actions, list the Empl Rcd # for the job that should be changed.

Job Code: (Formerly Budget Item Code) The numerical code associated with each individual Job Title. See "Types of Hourly Jobs" below.

Career Center Req. #: (Formerly Student Job Code) The number assigned to the job when it is registered with the Career Center. Job Codes 1710-1753 must include a Career Center Requisition #. (Ex. HR1345, CW4220, K1421).

Documents Attached: Check each box once the required document is attached to the HRM-8 for New/Rehires. New Hires & Rehires without the required documents will not be processed.

Hours Per Week: The average number of hours per week the individual is scheduled to work.

Hourly Rate: The rate to be paid for each hour worked.

DEPT ID/PROJ ID: The 5-digit account source for payment.

TYPES OF HOURLY JOBS

Hourly Student Assistants - Hourly Student Assistant jobs must be registered with Career Services, and a Career Services Requisition # will be assigned, which must be listed on the HRM-8. Pay rates over $15.00 per hour require documentation of the work to be performed and the qualifications of the student employee to be submitted with the HRM-8. Hourly Student Assistants are limited to 30 hours per week during long semesters. **Human Resources will enter regular appointment end dates for College Work Study jobs.**

Job Code	1710	Student Asst, Regular
	1711	Student Asst, Fed CWSP – Fall (8-16-XX/8-31-XX and 9-1-XX/1-15-XX)
	1712	Student Asst, Fed CWSP – Spring (1-1-XX/5-31-XX)
	1713	Student Asst, Fed CWSP – Summer (5-16-XX/8-31-XX)
	1721	Student Asst, Inst CWSP – Fall (8-16-XX/8-31-XX and 9-1-XX/1-15-XX)
	1722	Student Asst, Inst CWSP– Spring (1-1-XX/5-31-XX)
	1723	Student Asst, Inst CWSP– Summer (5-16-XX/8-31-XX)
	1741	America Reads CWSP - Fall (8-16-XX/8-31-XX and 9-1-XX/1-15-XX)
	1742	America Reads CWSP - Spring (1-1-XX/5-31-XX)
	1743	America Reads CWSP – Summer (5-16-XX/8-31-XX)
	1751	Student Asst, TX CWSP – Fall (9-1-XX/1-15-XX)
	1752	Student Asst, TX CWSP – Spring (1-1-XX/5-31-XX)

Other Hourly Student Titles – Hourly rates for this group of titles are determined by the employing department or faculty member and are subject to review by the Human Resources office. Pay rates over $15.00 per hour require documentation of the work to be performed and the qualifications of the student employee to be submitted with the HRM-8. Employees working in these titles are limited to 30 hours per week during long semesters.

Job Code	1705	Student Academic Assistant
	1706	Music Service Award Hourly
	1707	Cooperative Education Hourly

Hourly Research and Hourly Non-Student– Hourly rates for Research Assistants and Non-Student hourly employees are determined by the employing department or research project manager and are subject to review by the Human Resources office. Pay rates over $20.00 per hour require documentation of the work to be performed and the qualifications of the student employee to be submitted with the HRM-8. Hourly Student Research jobs and Non-Student Hourly Jobs must be limited to 19 hours per week or 20+ hours per week for a period not to exceed 4 months duration within a fiscal year. A justification must be attached if hours exceed 19 hours per week.

Job Code	1351	Graduate Student Research – Hourly
	1352	Undergraduate Student Research – Hourly
	1814	Non-Student Help – Hourly

HRM-8 Signature-Route Flowchart
September 2011

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                    │  Payment Account     │
                    │  Holder              │
                    └──────────┬───────────┘
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                    ┌──────────▼───────────┐
                    │  Department Head     │
                    └──────────┬───────────┘
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                    │  Dean/Director       │
                    └──────────┬───────────┘
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                    ┌──────────▼───────────┐
                    │  Job Code            │
                    │  1711 - 1753?        │
                    └───Y──────────────N───┘
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        ┌───────────────▼──┐    ┌──────▼──────────────┐
        │  Financial Aid   │───▶│  Paid on a Grant    │
        └──────────────────┘    │  Account?           │
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        │  Research Services│─▶│  Student Job Code?         │
        └───────────────────┘  │  (All except 1814 and 1380)│
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                    │  Career Center   │    │  Human Resources    │
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                    │  BSC - Records   │    │  Administration Team│
                    └────────┬─────────┘    └──────────┬──────────┘
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                    │  BSC - Payroll   │    │  Non-Student New Hire or│
                    └──────────────────┘    │  Rehire Paperwork       │
                                            │  attached?              │
                                            └───Y──────────────N──────┘
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                                    │  BSC - Employment│─▶│  BSC - Records│
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