HRM-4/Budget/Recruitment Form

UNT | SYSTEM

UNT
UNT | Health Science Center
UNT | Dallas
UNT | Dallas College of Law
UNT | System Administration

Prepared By: Phone: Institution: Date:

Select one

Salaried Staff Position   Non-Student Hourly Position UNT Only: For hiring Student Hourly employees, please use the UNT Career Center

Select all that apply

FTE Change   New Position   Replacement   Other

Reclassification   Overlap   Salary Changes

PositionNumber: Job Code: Job Title:

HR Org Dept: Department Name:

Start Date	End Date	FTE	Pay Grade	Budget Months	Monthly Rate	Annual Rate

Payment Account Distribution:

Org Dept/Fund Cat/Fund/Function *and* [Proj/Prog/Purpose/Site (if applicable)]	Start Date	End Date	Distri-bution %	Annual Recurring Cost	Net Budget Change	Account Source of Budget Increase

Preferred Qualifications/Justification/Comments:

Posting Instructions

Post Position at Entry Salary   Driving University Vehicle?   Yes   No

Post Position with Salary Commensurate with Experience

Hiring Manager: Phone: Additional Contacts:

Select one   External *   Internal within Dept   Internal within Campus:

* A position MUST be posted externally in order for employees at the other UNT System institutions or hourly staff to apply.

For Hourly Position: Hourly Pay Rate $ Hours per Week: 9 Months   12 Months

Work Schedule:

Approvals:

(1) Dept Head or DeptID/Proj # Holder   Date   (2) Dean or Director   Date

(3) Vice President/Provost/Vice Chancellor   Date   (4) President/Chancellor (New and Reclassified positions only) Date

(5) Research Services (Grant Funded positions only)   Date   (6) Budget Office   Date

UNT System Human Resources Department Use:
FLSA Status: _____   (7) Human Resources: Date:

HRM-4/Budget/Recruitment Form Instructions

This form will serve as the budget and recruitment request which may require additional documents based on the institution. To determine the required documents to submit with this form, please review the institutional specific information below for further details. Questions about staff position budgeting changes should be directed to the Budget Office. Questions about hiring, compensation, and job titles should be directed to Human Resources.

UNT Denton
(The HRM- 5 is no longer required, please discontinue use and only use the HRM 4/Budget/Recruitment Form.)
- **New position/Reclassification of vacant position:** include complete job description or UPO-31 and Position Information Questionnaire (PIQ) in order to classify the new position.
- **Replacement**: include complete job description or UPO-31.
- **Overlap**: include complete job description or UPO-31 (in the comments field of the HRM provide the duration of the overlap).
- **Salary Changes**
  - o **Equity Increases/Market Adjustment**: attach approved equity adjustment form.
- **FTE Changes:** complete HRM-4 form.

Approvals: Departments will submit a HRM-4 along with a job description or UPO-31 and PIQ, if needed. Route the paperwork to obtain the proper signatures prior to submitting to Campus HR for the classification process or posting online.
- **Grant-funded positions:** require approval from UNT Research Services.
- **All new positions (excluding those grant-funded) and reclassifications of vacant positions**: require approval from the UNT President.

UNT Dallas
- **New position/Replacement:** include complete job description**.**
- **Overlap:** complete job description (in the comments field of the HRM provide the duration of the overlap).
- **Reclassifications:** include current org chart, justification memo, and job description.
- **Salary Changes**
  - o **Internal Equity Increases**: include justification memo and internal equity review (before routing the HRM for approval contact Campus HR to request the internal equity review.).
  - o **Market Adjustments:** attach justification memo and market analysis approval from Compensation (before routing the HRM for approval contact UNTS Total rewards to request market analysis) TotalRewards@untsystem.edu
- **FTE Changes:** Requires justification memo**.**

Approvals: Route the paperwork to obtain the proper signatures prior to coming to HR for the classification process or posting online. DeptID/Proj # Holder is required to sign. All HRM-4's for UNT Dallas requires UNTD President's signature.
- **Grant funded positions:** require the approval from UNT Research Services**.**

UNT System
- **New position/Replacement:** include complete job description.
- **Overlap:** Complete job description (in the comments field of the HRM provide the duration of the overlap).
- **Reclassifications:** include current org chart, justification memo, job description.
- **Salary Changes**
  - o **Internal Equity Increases:** attach justification memo and internal equity review (before routing the HRM for approval contact UNTS HR Total Rewards to request the IER).
  - o **Market Adjustments:** include justification memo and market analysis approval from Compensation (before routing the HRM for approval contact UNTS HR Total Rewards for market analysis) TotalRewards@untsystem.edu
- **FTE Changes:** Requires justification memo**.**

Approvals: Route the paperwork to obtain the proper signatures prior to coming to HR for the classification process or posting online.
- **New State funded positions:** require the final approval from the UNT System Chancellor.

UNT HSC – **Please do not use form. Contact UNTHSC Campus HR for additional information at 817-735-2690.**

Definition of Selected Fields:

Additional Contacts – Those that need to be added as Hiring Department Representatives to the posting. Hiring Department Representatives have full access to edit the posting and process applicants. Guest User access can be given to those who only need access to view applicants.

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

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

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

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

Annual Rate – The amount of money that would be budgeted for the position if it was 100% for the full term of the budget months.

Hiring Manager – The supervisor that the position will report to. This person will sign the offer letter.

HR DeptID – The account designated as the principal account for the department. The position may or may not actually be funded from the HR DeptID account.

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. Each Campus Pay Plan can be found at https://hr.untsystem.edu/employees/compensation.

Job Description - Represents the essential functions and minimum qualifications for a job classification including the general nature and level of work performed by employees within a job classification, the official job title, job code, and minimum job requirements

Pay Grade – For classified job titles, the pay grade indicates the rate at which the position is to be budgeted for the period indicated. Pay grade can be determined by contacting TotalRewards@untsystem.edu or Campus HR. Compensation information for each campus can also be located at https://hr.untsystem.edu/employees/compensation.

Position Information Questionnaire (PIQ) – This is used to gather detailed information about a position's duties, degree of scope and impact, decision-making authority, and qualification requirements and is utilized to determine the classification of a new or vacant position. Contact Campus HR for additional information on this form.

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.

UPO-31 - This is the position description/performance evaluation document that describes the duties and responsibilities of the position. Contact Campus HR for additional information on this form. Contact Campus HR for additional information on this form.
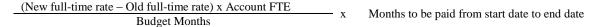
Under Payment Account Distribution:

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%.

Annual Recurring Cost – The annualized change in monies required from the account to fund the changes entered during future fiscal years.

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

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

(New Annual Full-time Rate – Old Annual Full-time Rate) x Position Account FTE

Account Source of Budget Increase - Deptid/Projid source of funding to support the annualized recurring costs.