Department Name: % of Funding:		Orgn(s) (Budget Code): Position Number:		
				PROPOSED: Please answer
C. JUSTIFICATION: Why is the	ne new position or change bein	g requested?		
D. FUNDING SOURCE: Spec	cify the funding source (ORGN	Budget Code and sub-a	account) that will be used to	o fund
the position.		-		
	ORGN	SUB-AC	COUNT	
E. ESTIMATED COST: Salar	y \$ Benefits \$	Other		
F. LENGTH OF APPOINTMEI	NT: 10mo 11mo 1/	2mo Other		
G. PROPOSED ROLE/FACUI				
H. REQUESTED EFFECTIVE	DATE:			
I. SIGNATURES:				
REQUESTED BY:				
	BUDGET UNIT DIRECTOR		DATE	
RECOMMENDED BY:				
	DEAN		DATE	
RECOMMENDED BY:				
	VICE PRESIDENT		DATE	
IF VP RECOMMENDS: SEND HF REQUIREMENTS WORKSHEET	R-2000 TO HUMAN RESOURCES AND ORGANIZATION CHART.	, WITH A NEW POSITION I	DESCRIPTION, PHYSICAL	
IF NOT RECOMMENDED. VP RE	ETURNS HR-2000 TO THE BUDG	FT UNIT DIRECTOR		

SECTION II. DEPARTMENT OF HUMAN RESOURCES ANALYSIS AND COMMENTS:

RECOMMENDATION: Establish position as follows:

Position Title _____

COMPENSATION MANAGER

DATE

VP FOR HUMAN RESOURCES

DATE

DISTRIBUTION:

Human Resources sends HR-2000 to Budget Unit Director. Budget Unit Director prepares budget adjustments for the minimum comparable salary and attaches to the HR-2000 for the Vice President's approval. (See Instructions Attachment)

SECTION III. APPROVAL (VICE PRESIDENT)

APPROVED BY: _____

DISTRIBUTION:

VICE PRESIDENT

DATE

If approved, Vice President sends HR-2000 to the Budget Office.

SECTION IV. BUDGET OFFICE (ONLY)

If Section III is incomplete, this form will be returned to the Vice President without processing by the Budget Office.

APPROVED BY: _____

BUDGET OFFICE

DATE

DISTRIBUTION:

If approved, Budget Office sends HR-2000 to Human Resources.

President's signature is required only for positions that (1) require additional funding or (2) increase the University's overall PRESID1.04 (E)-gI)N2.gE)T1.075 (____1.03I)_