System Administration
Human Resource/ Budget and Finance Form

Today's Date: _____

Projected date of hire/ increase: _____

This form is required for:
- All non-temporary classified staff
- All non-temporary officer/ exempt professionals
- Any temporary position that will NOT be paid out of the hourly budget

Actions (check all that apply):

☐ New position

☐ Exempt/ re-exempt existing position

☐ Update salary (outside of merit increases)

☐ Recruit for existing position

    Name of previous incumbent:

☐ Fill existing position with search waiver

    Name of previous incumbent:

☐ Other, explain:

Department/ Contact Information:

Department Name:		Department/Org Number:	
Contact Name:		Contact Phone Number:	
Contact Email:			

Position Information:

Position Number:		or ☐ New Position	
FTE:		Job Code:	
Proposed Title:			

If position is currently filled:

Employee Name:		Employee Number:	
Current Salary:			

Budget Information:

Proposed Salary:	$	or ☐ Need Salary Analysis	Speedtype:		
Budgeted Salary:	$	Source of funds:	☐ ICCA	☐ AUX	

If you are unsure of the budgeted salary, please contact Nora Sandoval (303-860-5606).

If the proposed salary is greater than the budgeted salary, please explain how the position will be fully funded:

Describe the mission-critical nature of the position. Why must this position be filled <u>now</u> and not at a later date?

Signatures:

I certify that the above-requested action has been evaluated and that the needs described are best met by filling the listed position.

_____   _____
Director/Executive Director   Date

_____   _____
Vice President   Date

Please send completed form to:
Tracy Hooker at
__Tracy.Konen@cu.edu__

System Administration Routing

Concur:

_____   _____
Budget Review   Date

_____   _____
E. Jill Pollock, Vice President   Date