

# INSTRUCTIONS FOR PREPARING HR-2000

## (Request for Position Action)

**Section I.** Completed by the Budget Unit Director or his/her designee. **A - J** must be completed to request an action for Faculty (Administrative/Professional) positions. Academic Affairs Vice President office will complete this section for Faculty (Teaching/Research) positions.

- A. Select appropriate box for the employee type. Select the desired action.
- B. **For new Faculty (Admin/Prof) positions**, complete only department name, budget code, and percent (%) of funding for position information. (HR assigns position #). **For existing Faculty (Admin/Prof) positions**, complete all information. **For Faculty (Teaching/Research)**, complete all current and proposed information.
- C. All justification questions must be completed.
- D. Provide funding source. If funding source is from existing resources, specify the budget code and sub-accounts. If funding source is from new source, please attach documentation that justifies or approves the funding of this action.
- E. Provide estimated cost for new position establishments only.
- F. Provide length of appointment.
- G. Provide proposed Faculty title.
- H. Provide requested effective dates (should be on the 10th or 25th of a month.)
- I. Signatures - Take the form to the VP or designee for signature and transmittal to Human Resources.

The HR-2000 must be fully completed with all attached documents in order to be processed by the Vice President, Human Resources, and Budget. Required attachments include a Position Description, organizational chart, and physical requirement worksheet. All forms must be typed.

**Section II.** Prepared by the Human Resources staff after conducting their review and making their recommendations. The HR-2000 is returned to the Budget Unit Director by the HR staff for appropriate budget adjustment attachments and the Vice President's approval.

**Section III.** The Budget Unit Director obtains exact increased funding costs from the Budget Office, prepares appropriate budget adjustment and attaches adjustment to the HR-2000. Obtains the approval signature by the Vice President or his/her designee and submits the packet to the Budget Office.

**Section IV.** Budget Office signs for approval. **IF POSITION FUNDING INFORMATION AND APPROPRIATE BUDGET ADJUSTMENTS ARE NOT ATTACHED, THE HR-2000 WILL BE RETURNED TO THE BUDGET UNIT DIRECTOR WITHOUT ACTION.** Budget Office approves based upon University Employment level and appropriate funding.

**President's signature is required only for the establishment of new Faculty (admin/prof) positions outside the budget process.**