

INSTRUCTIONS FOR HR-3 FORM
Request to Establish/Change an Hourly Position

To establish a new or to change an existing hourly position, the Budget Unit Director will submit the HR-3 form, along with the following forms, to the Compensation Manager in Human Resources.

- (a) Position Description
- (b) Organization Chart
- (c) Physical Requirements Worksheet.

Section 1-A:

To be completed by the requesting supervisor

Current Role & Working Title:

If this request is for a change in an existing hourly position, print in or type the current role and working title. (Leave blank if this is a new position.)

Current Position Number:

If this request is for a change in an existing hourly position, print or type in the current position number. (Leave blank if this is a new position.)

Requested Role & Working Title:

If this is a request to establish a **new position**, print or type in the role and working title you believe is most appropriate to your needs.

Department Name:

Print or type in the name of your department.

Budget Code:

Print or type in the budget code which will fund this position.

Estimated Yearly Expenditure:

Hourly employees are restricted to working 1500 hours in a 12 month period. If you are expecting this position to work the full 1500 hours in a 12 month period you would take the **hourly rate** of the new position and multiply that rate by 1500 hours.

Requested Effective Date:

This date represents the date that this position will be **established**. (**Not the date you expect to hire the new employee.**) Therefore, if you want your position to be filled by July 10, 2000, you will need to make your

REQUESTED EFFECTIVE DATE, at least 4 weeks prior to the hire date,

and attach a **BUDGET ADJUSTMENT** with this request.

Section 1-B:

To be completed by the Budget Unit Director (BUD)

The BUD will send the HR-3, the position description, the organization chart, and the physical requirements worksheet, to Human Resources.

Section II:

Human Resources will conduct an audit on the position duties and determine the most suitable role title and pay band.

Human Resources will forward the HR-3 to the Budget Office.

The Budget Office will review the request, review the budget adjustment, if applicable, then approve/disapprove the request.

If the request is disapproved, the Budget Office will contact the BUD, with