

**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:

**Current Role &
Working Title:**

**Current Position
Number:**

**Requested Role
& Working Title:**

new position

**Department
Name:**

Budget Code:

**Estimated
Yearly
Expenditure:**

hourly rate

**Requested
Effective
Date:**

(Not the date you expect to hire the new employee.)

established.

BUDGET ADJUSTMENT

Section 1-B:

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

Section II: