

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: _____
VICE PRESIDENT

DATE

DISTRIBUTION:

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 employment level.

PRESIDENT _____

DATE