



OFF-CYCLE POSITION REVIEW REQUEST INSTRUCTIONS

Form Description

This purpose of this form is to provide a method for evaluating positions outside of the normal budget cycle (July 1st).

Requester

A new or updated position profile must be included with the request. If the request involves updates to an existing position, contact HR for the current position profile; make changes using the track changes facility in Word. For a new position, contact HR for the position profile template. A position profile is not required for an employee who has completed probation.

Complete the Requester section of this form electronically and email it with the Position Profile (as appropriate) to Human Resources at hr@utahsbr.edu.

Contact Human Resources at the email above or at X7124 for assistance, as needed.

Human Resources

Evaluate the position as it compares to internal and market value, and collaborate with the requester to determine the recommended salary, grade, and classification. Complete the fields under Human Resources and electronically sign the document. Send the signed document to the Assistant Commissioner for Budget & Planning for review, completion, and signature.

Budget Office

Confer with Human Resources and the requester as needed to discuss the budgetary considerations of the proposed change. Complete the Budget Office section by adding the new salary, the effective date, the applicable chart fields, and signature. Save the document and return it to the requester.

Requester

Obtain final electronic signature from either the Chief of Staff or the Commissioner of Higher Education. Return completed form to Human Resources at hr@utahsbr.edu.



OFF-CYCLE POSITION REVIEW

Requester

Requested by: _____
 Employee Name: _____ Position Title: _____
 Current Salary: \$ _____
 Grade: _____ Classification: Exempt Non-Exempt

(Updated job description/position profile must be included with request)

Reason: New Position Change in Duties Completed Probation Other

Human Resources

Recommended Salary: _____ Grade: _____ Classification: Exempt Non-Exempt
 Retirement: TIAA/Fidelity URS Tier I URS Tier II

Additional Base Salary: \$ _____ Total Additional Compensation: \$ _____
 Additional Salary Related Benefits: \$ _____

X

Human Resources Director

Budget Office

New Salary: \$ _____ Effective Date: _____

Payroll Allocation:

Chartfield		Activity		Account		%	
Chartfield		Activity		Account		%	
Chartfield		Activity		Account		%	

Total: _____%

X

Asst. Comm. Budget & Planning

X

Comm. of Higher Education or Chief of Staff

Return completed form to Human Resources