

University of North Texas at Dallas

PERSONNEL BUDGET REQUEST FORM

Instructions:

Use separate forms for each individual personnel request. This form is for budget approval only and does not replace any HR forms or processes. To receive salary info for:

- Existing position, contact budget.office@untdallas.edu.
- New position, you may refer to the [pay plan](#). If the position does not exist in the pay plan, contact HR@untdallas.edu.

Select the Request Type:

Fill Existing Position:

Position Number:

Current Salary:

Requested Fill Date:

New Position:

Title:

Annual Salary Amount:

Reclassification or Increase for Existing Position:

Position Number:

Position Data

Current

Salary:

Position Title:

Grade:

Requested

Funding Sources:

Explain how the new position or salary increases in existing position will be funded. (e.g. closing an existing role, downgrading a vacant position, using available fee or grant funding, etc.)

Justification:

Provide detailed explanation of the business-critical roles this personnel request will fulfill. For new positions, explain why these roles cannot be covered within the existing org structure. For reclassifications, provide specific details on how the position would change. Attach additional supporting documentation as needed.

Signatures

Requestor:

Date:

Funding Department Manager:

Date:

Once form is fully executed, send to your Vice President by February 28th.