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. For assistance with:
- Existing position, reach out to budget.office@untdallas.edu.
- New position, you may refer to the pay plan. If the position does not exist in the pay plan, reach out to HR@untdallas.edu.

Date of Request:

Request Type:

Fill Existing Position   New Position
      Position Number: Title:
      Current Salary: Annual Salary Amount:
      Length of Time Position Vacant:
      Requested Fill Date:

Reclassification or Increase for Existing Position
      Position Number:
      Position Data

	Current	**Requested**
Salary:		
Position Title:		
Grade:		

Funding Sources:
Explain how new position or salary increases on 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 withing the existing org structure. For reclassifications, provide specific detail on how the position would change. Attach additional supporting documentation as needed.

Signatures
Requestor:
Funding Department Manager:
Dean (if applicable):
VP:

Once form is fully executed, send to budget.office@untdallas.edu.