



D. HR3.30 Position/Personnel Action Request Instructions

The university department requesting the position action should complete the HR3.30 form and attach the appropriate documentation. A single form may be used to recommend SPA position and associated employee changes **or** SPA employee actions with no change in the position. For EPA actions, if the change impacts the position, complete both the HR3.30 and the HR3.35 EPA Permanent Personnel Assignment. Contact HR for additional information.

1. Position Number. Enter the assigned position number of existing position. New position numbers will be assigned by the Budget Office upon receipt of all documentation. Contact Human Resources for assistance in identifying existing position numbers.
2. Effective Dates. An effective date is required. If the request concerns an interim or time-limited assignment, an end date is required on the initial form. ***A new HR3.30 and/or HR3.35 must be submitted to end the assignment.***
3. Position Action Requested. Check all actions that apply. See Policy 08.330 for further explanations regarding new positions, reclassifications, time-limited appointments or other position actions.
4. Current or New Position.
 - a. Position type – for all actions (including employee only actions) check types that apply.
 - b. Proposed position - complete all information for new positions or proposed changes for existing positions.
 - c. Months per year schedules are: 12J (July-June); 11A (Aug-June); 11J (July-May); 10A (Aug-May); 9A (Faculty Academic Year); 9LE (EPA Aug-Apr); 9LS (SPA Aug-Apr).
 - d. Attachments - attach a job description and organization chart or submit through the HR PeopleAdmin automated system. For SPA's attach the Career Banding Competency Assessment.
5. Employee Action Requested.
 - a. Current Employee Status – check all that apply.
 - b. Employee Actions – check all actions that apply. HR3.30 must be completed for all SPA salary actions including new hires (replaces the internal CB Salary Decision Worksheet). For EPA employee actions with no position changes, Form HR3.35 may be used without the HR3.30.
 - c. Employee Information – complete name, title and proposed changes. See #4b for yearly schedules.
 - d. Comments – Must be completed for all SPA actions. This form replaces the SPA CB Salary Decision Worksheet and must include the rationale for a recommended salary based on Career Banding pay factors.
 - e. Attachments - SPA Career Banding Competency Assessment Worksheet or Summary Form or EPA HR3.35 Permanent Personnel Assignment Form. Or submit SPA actions through the HR PeopleAdmin automated system.
6. Budget Action Requested. Complete all sections.
 - a. For Time-Limited positions, enter the total salary required for the remainder of the current fiscal year. ***Funding for time limited positions must be renewed each fiscal year and a new HR3.30 form processed to continue or end the assignment.*** Attach a separate Budget form for general funded time-limited actions.
 - b. Funding information - Enter current funding information in the “From” section for existing positions or leave blank for new positions; in the “To” section, enter the desired funding information or current information.
 - c. Comments – departments must include appropriate comments to clarify the requested budget action.
 - d. Attach a SRCI (flex) form if funding needed is general funds. If funding is from a grant, the Office of Sponsored Programs will process a budget increase as needed. If funding is other than the above, contact the Budget Office.
7. Approval/Certification Signatures.
 - a. All appropriate approvals must be obtained and sent with attachments to the Budget Office.
 - b. If changes are made during the process, please notify the originator of the final recommendation.
 - c. For SPA pay actions - Approval signatures certify that Career Banding pay factors have been considered as required by the SPA CB Salary Administration Policy and replaces the CB Salary Decision Worksheet.
 - d. Budget Action – final approval for all position budgets; Human Resources Action – final approval for all classification and salary actions.