

POSITION REVIEW FORM



I. REQUEST TYPE

New Position
 Equity or Market Adjustment
 Counter Offer [?]
 Promotion ^{*}
 Reclassification ^{*}
 Other

II. POSITION & EMPLOYEE (as applicable) PROPOSED EFFECTIVE DATE: _____

EMPLOYEE NAME	UIN	DEPARTMENT	YEARS IN POSITION	DEGREES EARNED
JOB PROFILE OF CURRENT POSITION	PAY GRADE	BUSINESS TITLE OF CURRENT POSITION		POSITION ID
RECOMMENDED JOB PROFILE, as applicable	PAY GRADE	BUSINESS TITLE OF RECOMMENDED POSITION		MANAGER OF POSITION
CURRENT ANNUAL SALARY	HOURLY PAY	RECOMMENDED ANNUAL SALARY	HOURLY PAY	INCREASE [*]
	Annual Pay /2080		Annual Pay /2080	

III. JUSTIFICATION & POSITION DETAILS *Please state why this request is needed and provide any data that supports and clarifies the request. If University funds will be requested, include justification for the fund request, as well.*

IV. WORKER/POSITION COSTING ALLOCATION

GRANT FUNDED? YES NO PARTIALLY

ACCOUNT NAME #1	ACCOUNT #	% EFFORT	ACCOUNT NAME #2	ACCOUNT #	% EFFORT
ACCOUNT NAME #3	ACCOUNT #	% EFFORT	ACCOUNT NAME #4	ACCOUNT #	% EFFORT

FUNDING TEMPORARY? YES NO

SIGNATURES

Email to employment@tamucc.edu after obtaining Director/Dean/AVP approval. [?]

(1) _____ <i>Preparer</i>	_____ <i>Date</i>	(2) _____ <i>Director / Dean / Associate Vice President</i>	_____ <i>Date</i>
(3) _____ <i>Human Resources</i>	_____ <i>Date</i>	(4) _____ <i>Grants</i>	_____ <i>Date</i>
(5) _____ <i>Area Vice President / Provost</i>	_____ <i>Date</i>	(6) _____ <i>Budget</i>	_____ <i>Date</i>
(7) _____ <i>VP of Finance & Administration</i>	_____ <i>Date</i>	(8) _____ <i>President</i>	_____ <i>Date</i>

FOR HR USE ONLY

Current: _____ Requesting: _____ Market Median: _____ Midpoint of PG: _____ CompaRatio: _____
 Manager informed of comp data FLSA Threshold Checked Internal Equity Notes: _____