

Instructions:

Step 1 Download the form (this document).

Step 2 Complete the Funding Source and all required fields. See Funding Source below.

Step 3 AVP or Director signs the form and emails it to their Finance Lead.

Step 4 Finance Lead must sign the request and routes to VPBAOffice@utsa.edu for signature.

Step 5 VPBA must sign and routes to Budget Office

Step 6 Budget Office will review and sign, then route to:

- a. For Reclassification of Vacant Position - Route to Compensation@utsa.edu
- b. For New Position - Route to Compensation@utsa.edu
- c. For Filling Vacant Position - Route to TalentAcquisition@utsa.edu

FUNDING SOURCE LIST:

E&G
Designated Tuition
Other Designated
Auxiliary
Mandatory Fee
Non-Mandatory Fee
Gifts
Grants & Contracts
Other / Multiple



Position Funding Approval Request

This form is required for requesting:

- 1. Fill a vacant position; 2. Create a new position; or 3. Reclassify an existing vacant position.**

For out of cycle salary change or filled position reclassifications, you should contact Compensation; do not use this form.

Requestor		Date of Request	
Department		Department ID	

Position Information - All Fields MUST be completed.

Title of Position Requested		Reports To Position ID #	
Type of Position		Reports To Name (N/A if vacant)	
Expected Target Salary Maximum*		Estimated Start Date	

**Note - Expected salary maximum should not exceed your available budget. After approval of this form, if the salary changes to an amount outside this target amount, then form must be re-routed for All Approvals.*

Position Funding - All Fields MUST be completed.

If a Permanent Position, is the funding included in permanent budget		If a Temporary Position, what is the source of funding	
Funding Source		Cost Center/Project ID	
Funding Source: Other/ Multiple (Explain)			
Source of Reallocation of Existing Funding		If Reallocation of Vacant Position Funds, Provide Position #	
Explain Reallocation of Existing Funding			

Request to Fill Vacant Position - Complete Section I

Request For Creation of New Position - Complete Section II

Request for Reclassification of Vacant Position - Complete Section III

I. Request to Fill Vacant Position

Once ALL signatures are received, Budget submits request to TalentAcquisition@utsa.edu

Position ID #		When was/will the position be vacated	
Name of Previous Incumbent		Ending Salary of Previous Incumbent	
Reason for Vacancy		Is Vacancy Related to Budget Reductions	

II. Request for Creation of New Position

Once ALL signatures are received, Budget submits to Compensation@utsa.edu

How was funding made available for this new position	
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Position Justification	
Position Duties	
How have these duties been completed prior to this point	

III. Request for Reclassification of Existing Vacant Position <i>Once ALL signatures are received, Budget submits to Compensation@utsa.edu</i>
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Position ID #		Amount of Estimated Salary Increase	
Current Title		Current Job Code	
New Title		New Job Code	
If salary increase, how was funding made			
Reason for Reclassification			

Required Approvals - Please ensure all signature approvals are complete before routing

AVP or Director			
	<i>Signature</i>	<i>Name</i>	<i>Date</i>
Financial Lead			
	<i>Signature</i>	<i>Name</i>	<i>Date</i>
Sr. Vice President Approval			
	<i>Signature</i>	<i>Name</i>	<i>Date</i>
Budget & Financial Planning Office			