



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Staff Hiring Freeze and Funding Adjustment Request Form

Requestor Name: _____ Email: _____

Department: _____ Division: _____

Approval Type: New Position (Not in FY20 Budget) Vacant Position (In FY20 Budget) Filled Position

Current Budget: _____ Proposed Budget: _____ Additional Budget: _____

Adjustment Type: Equity Job Audit Request (JAR) Job Description Questionnaire (JDQ) Other _____

If Position is new or was reclassified, attach JDQ letter or approved Job Audit Request Form.

Replacement of Position #: _____ Previous Incumbent: _____

Provide Job Class Code and Title as shown on classified [Payplan](#) (A&P job information can be obtained through HR-Compensation):

Job Class Code: _____ Title: _____ FTE: _____

Reports To Position and Title: _____ Reports To Name and EID: _____

Primary Work Location: _____ Room #: _____

Costing Information: (If additional lines are needed, attach additional form)

Cost Center/Project			Cost Center/Project Manager Signature	If Grant	
Number	Title	%		Start Date	End Date

FUNDING:

Provide detailed information on how the request will be funded, including the cost center(s), budget pool(s), and amount(s). If you are relying on funding from one or more vacant positions, indicate the position number(s). **In addition, specify below the total amount of new funds requested.**

JUSTIFICATION:

Explain how this position will increase student enrollment and retention or produce/impact revenue of the University.

Provide an explanation of the impact to the University if the position remains vacant. Explore alternative solutions for filling the position at the current job title. Please attach any additional information as needed (spreadsheets, account information, etc.).



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INSTRUCTIONS:

The hiring freeze applies to all staff vacancies, new positions, reclassifications, equity adjustments, and distribution changes funded from general funds (E&G, designated tuition, designated investment income, service funds, and university services fee).

Requestor: Name of the person making the request, usually the department head.

Department: Official name of the department.

Division: Official name of the division.

Approval Type: Select the one that applies:

- * **NEW POSITION** if the position is not in current budget, even if a Job Description Questionnaire (JDQ) or Job Audit Request (JAR) has been approved by HR [note that approval of a JDQ or JAR does not substitute other required approvals for funding].
- * **VACANT POSITION** if request is for position that is in current budget.
- * **FILLED POSITION** if request is for a position in current budget and requires approval for funding changes as mentioned above.

Adjustment Type: If applicable, identify the action that is being taken, such as Staff Equity Adjustment Request, Job Audit Request (JAR), Job Description Questionnaire (JDQ) or other adjustments. For "other adjustments", specify in the field provided. Examples include FTE and labor distribution changes.

Current/Proposed Budget: Indicate the current and proposed annualized salary amount of the position.

Position number and title: Enter the position number and position title. If the request is associated with a new position, which is pending a number, just indicate the title.

Cost Center # & Names: Indicate the Cost Center (aka "account") number, name and percentage of proposed labor distribution. Indicate multiple cost centers when applicable.

Percentage(s): Percentage of salary to be covered by cost center should be 100%. If labor distribution includes multiple sources, percentages should add up to 100%.

Approvals: The division head will provide final approval. The requestor will be notified by email of the decision to approve or deny the exemption request.