



Permanent Employment Change Authorization (PEA)

(Not used for PBS-NC or SEAA)

Position Action: Complete Section A or B after consultation with System Office HR

Note: for assistance completing this form, contact your Business Point of Contact

A. Fill an Existing Position or Establish a New Position:

Check if Establishing a new Position OR Filling a Vacant Position. Position #: G0005009. Position Title: Business Officer. Current/Former Incumbent: Suzie Sunshine. Current Supervisor: John Doe. Department Name: Human Resources. Maximum Salary Requested: \$80,000. FTE: 1.00. Remote Work Eligibility: Hybrid: 17-0038, # days onsite per week: 2.

B. Request Salary Adjustment for Existing Position (use only for adjusting salary of current employees; not for hiring actions):

Position #: Employee: Increase/Decrease Type: Position Title: From Current Salary: To New Requested Salary:

Source of Funds for Action Above: For assistance contact your Business Point of Contact

Current (From) \*Complete fields for all sources of funds for position\*

Table with 6 columns: Fund, Source, Dept, Program/Project, Salary Budget, Split. Row 1: 10170, 61007, 104500, \$75,000, 100%. Total Position Salary: \$75,000, 100%.

Proposed (To) \*Complete fields for all sources of funds for position\*

Table with 6 columns: Fund, Source, Dept, Program/Project, Salary Budget, Split. Row 1: 10170, 61007, 104500, \$80,000, 100%. Total Position Salary: \$80,000, 100%.

Are additional funds required for this action? Yes No

Chartfield for additional funds: 10170-61007-104500. Amount Needed: \$5,000

Identify Source of Funds if One of the Below

Division Salary Reserves. Central Approved Funding (URR Form). Vacant Position Position #:

For Grant/Project funding, provide: Start Date End Date

Any additional details on funding changes, if needed:

Additional funding needed to fill this position will come from Human Resources' salary reserves.

For Grant/Project funding, provide: Start Date End Date

Narrative/Description/Explanation of Action:

Anticipated/Requested Start Date of Action (MM/DD/YYYY): 03/27/2023

This action is to fill the Human Resources' Business Officer position that will be vacated by Suzie Sunshine in two weeks. Currently the position is only funded for \$75,000, however the current market range for a Business Officer III position is \$70,700 - \$86,400 and we anticipate additional funding will be needed for a well qualified candidate. The actual salary offer may be less than \$80k depending on equity with the selected candidate and internal comparisons.

Required Approvals:

Division SVP: Budget Officer: VP and Chief HR Officer: SVP, Finance & Budget or Designee: Date: Date: Date: Date: