General Information (for all submissions)

Contact Name (First and Last) * Name of campus HR representative	
Contact Email * Include the email address(es) for ALL individuals who will need to view or edit this submission. Only authorized users included here will have access to view the request. *The System Office Class & Comp team will communicate with this/these individual(s) about this request*.	
Institution *	
College, School, Division * The college, school, or division where this position or employee is located.	
Department The department or work unit of the college/division where this position or employee is located.	

Request Action Type *	Position Creation Position Reclassification Salary Modification SAAO Recruitment Approval Key Non-SAAO Recruitment Approval Secondary Administrative Appointment Extension of Temporary Supplement
Desired Effective Date Ideally, when would this action take effect? (e.g.: the date a new position is posted or the date an employee would begin receiving a salary increase) *The System Office makes no guarantees that the requested timeline can be achieved*.	mm/dd/yyyy

Fields Needed for Each Request Action Type

Position Creation	Proposed Position Fields Proposed Salary Fields
Position Change or Reclassification	Current Position Fields Proposed Position Fields Current Salary Fields Proposed Salary Fields
Salary Modification	Current Position Fields Current Salary Fields Proposed Salary Fields
SAAO Recruitment Approval	Proposed Position Fields Proposed Salary Fields
Key Non-SAAO Recruitment Approval	Proposed Position Fields Proposed Salary Fields
Secondary Administrative Appointment	Current Position Fields Proposed Position Fields Current Salary Fields Proposed Salary Fields
Extension of Temporary Supplement	Current Position Fields Current Salary Fields Proposed Salary Fields

Supporting Information (for all submissions)

Use the guidance and sections below to provide justification for your request. Please provide *thoughtful but concise analysis* with relevant data to support your justification whenever possible. Institution HR professionals are cautioned not to simply copy-and-paste all information received from the business unit.

Justification: Business Case *
- *Include a 1-2 sentence statement in plain language stating your request and explaining why this action requires System Office approval.*
- *Provide the supporting business case which serves as the primary justification for this action. Remember to remain consistent with the argument; e.g.: when advocating for a salary adjustment, you do not need to justify the validity of the position itself but rather the potential benefit(s) that may be achieved through an increase in compensation for the position.*
- *Provide metrics whenever possible -- demonstrate cost-savings, potential return on investment metrics, risk management concerns, or any other concrete or quantifiable reason that supports the requested action.*

Justification: Explanation of Job Duties *
- *This section is NOT to restate the position description.*
- *Provide concise but thoughtful analysis regarding the position's responsibilities to justify the chosen JCAT, salary request, rank/title, or other relevant factor(s) within the request.*
- *Explain any substantive change(s) in job duties which support the case to reclassify a position or modify the position's salary.*

This is especially important when moving up levels within the same general class, such as an Assistant Director to an Associate Director. Be specific regarding the day-to-day duties and differences in scope of work between the positions.

Justification: JCATs, Ranges, and Peer Comps *
- *Confirm the JCAT being used, indicate any requested grade modifier, and provide relevant comps for comparison.*
- *All campuses should now be using the new JCAT-based salary ranges.*

You should include peer comps. Please note: peer comps for senior roles where only one exists on your campus should reference equivalent roles across the UNC System.

Justification: Additional Information
- *Provide any additional information necessary to support the request not already covered in the above sections.*

If this position reports directly to the institution's CHRO, please indicate that status here.

File Upload*
Please upload the entire submission package as separate/individual PDF files. Each component piece – such as the Job Description or the Organizational Chart – should be **CLEARLY LABELED** for ease of identification. Required uploads include:

1. **Job Description** (current if for a salary modification; proposed if for a reclassification or new position request).
2. **Organizational Chart** clearly showing how the position fits within a leadership or supervisory structure as well as how it reports up to the institution's executive leadership. *(Required for all requests except Salary Codes 1d and 7.)*
3. Any request for a new or reclassified SHRA position must include **Analyst Notes**.
4. Include any additional supporting documents, if needed.

Upload attachments as separate PDF files.

Approval and Certification (for all submissions)

All HR actions submitted to the UNC System Office for approval must be reviewed by the institution's senior financial executive prior to submission. Additional approval by the Chancellor is required for all SAAO and other key positions.

By indicating the NAME of your Chancellor and/or CFO/CBO/COO below and submitting this request on their behalf, you are certifying that this action has been fully vetted at the institution level.

Name of institution's finance executive providing approval *

Chief Financial Officer/Chief Business Officer/Chief Operating Officer must provide approval on all actions submitted to the System Office.

Title of authorized finance executive *

Name of Chancellor, indicating approval

Chancellor approval is required on all <u>SAAO</u> and <u>key non-SAAO</u> actions. Chancellor review and approval is otherwise optional.

CURRENT POSITION FIELDS	
Employee Last Name * Family name / Surname *(List "VACANT" if position is not currently filled.)*	
Employee First Name * Name matching the primary employment record. *(List "VACANT" if position is not currently filled.)*	
Employee ID Number *(Use Leading Zeroes if Appropriate)*	
Current Position Type	EHRA EPS EHRA Faculty EHRA SAAO SHRA Law Enforcement COS CSS NPE
If Current Position Type is EHRA: **Current SAAO or Key Non-SAAO Status**	Not Applicable Position is SAAO Position is Key Non-SAAO
If Current Position Type is EHRA Faculty: **Proposed Faculty Rank**	Instructor Assistant Professor Associate Professor Professor Other (Explain in Justification)
If Current Position Type is SHRA*: **Current Schematic Code**	(dropdown)
If Current Position Type is SHRA*: **Current Schematic Code**	N/A Contributing Journey Advanced
Position Number	
Current Position Title *	
Current Supervisor's Name *	
Current Supervisor's Title For salary increase codes 1d and 7, list N/A**.**	
Current JCAT Code *	(dropdown)
Current CUPA Code	(dropdown)

PROPOSED POSITION FIELDS	
Proposed Position Type *	EHRA EPS EHRA Faculty EHRA SAAO SHRA Law Enforcement COS CSS NPE
If Proposed Position Type is EHRA: **Proposed SAAO or Key Non-SAAO Status**	Not Applicable Position is SAAO Position is Key Non-SAAO
If Proposed Position Type is EHRA Faculty: **Proposed Faculty Rank**	Instructor Assistant Professor Associate Professor Professor Other (Explain in Justification)
If Proposed Position Type is EHRA Faculty: **Faculty Chair or Department Head Designation** *Only if employee is designated as a department head.*	Not Applicable Academic Department Chair/Head Clinical Department Chair/Head
If Proposed Position Type is SHRA*: **Current Schematic Code**	(dropdown)
If Proposed Position Type is SHRA*: **Current Schematic Code**	N/A Contributing Journey Advanced
Proposed Position Title *	
Proposed Supervisor's Name	
Proposed Supervisor's Title * For salary increase codes 1d and 7, list N/A**.**	
Proposed JCAT Code *	(dropdown)
Proposed CUPA Code	(dropdown)

CURRENT SALARY FIELDS
BASE Salary at June 30 *   This figure SHOULD NOT include any July 1st legislative increases**.**
SUPPLEMENTAL Salary at June 30
Current BASE Salary *   This figure should include any executed legislative increases or other previously granted salary modifications applied to the base salary for this position.
Current SUPPLEMENTAL Salary   This amount must be annualized, even if the actual amount of the supplement is for less than a full year. *(e.g.: An employee making $120,000 per year is slated to receive a supplement of 20% for 6 months. This field would be $24,000 - equivalent to 20% of the annual base salary - even though the actual gross amount to be paid is only $12,000.)*

PROPOSED SALARY FIELDS	
Proposed BASE Salary *	
Proposed SUPPLEMENTAL Salary This amount must be annualized, even if the actual intended amount of the supplement would be for less than a full year. *(e.g.: An employee making $120,000 per year is slated to receive a supplement of 20% for 6 months. This field would be $24,000 - equivalent to 20% of the annual base salary - even though the actual gross amount to be paid is only $12,000.)*	
Available BUDGETED MINIMUM Salary Dollars This amount should be verified by the Department/Division's business officer prior to submission and should reflect the actual <u>minimum</u> dollars that the org unit would contribute for direct compensation of this position, excluding the institution's contributions for retirement and benefits.	
Available BUDGETED MAXIMUM Salary Dollars * This amount should be verified by the Department/Division's business officer prior to submission and should reflect the actual <u>maximum</u> dollars available in the org unit's budget for direct compensation of this position, excluding the institution's contributions for retirement and benefits. The budgeted amount may be greater than the proposed salary but should not be less than the proposed salary.	
Salary Range Source *	Campus Range System Range
Salary Increase Code Required for all requests when seeking a salary adjustment, either permanent or temporary. Not required when establishing a new position. *(Choose all that apply to the action.)*	1a - Internal Competitive Event - Employee applies for an internally recruited job vacancy, is selected competitively, and changes jobs to a different position. 1b - External Competitive Event - Employee applies for an externally recruited job vacancy, is selected competitively, and changes jobs to a different position. 1c - Promotion - EHRA Waiver 1d - Promotion - Tenure Conferral and Academic Rank Promotions 1e - LEO Step Increase 2a - Increase in job duties or responsibilities; includes reallocation or reclassification of job 2b - Temporary adjustment related to an increase in job duties or responsibilities; salary will revert when temporary duties cease 2c - Extension of existing temporary adjustment related to an increase in job duties or responsibilities 3 - Retention 4 - Career progression adjustments for demonstrated employee or position competencies within the same/current level 6 - Distinguished Professors Endowment Fund 7 - Faculty Recruiting and Retention Fund 10 - Change in appointment period (e.g., 9 to 12 months) or FTE (e.g., .75 to 1.0) accompanied by a commensurate change in salary 11 - Request to exceed established salary range 12 - Other (must explain in comments)

	12c - Requests outside delegated authority or management flexibility 12e - Other (Market Increase) 12f - Other (Equity Increase) 12h - Internal Use Only 12i - One Time Retention Bonus 12j - One Time Sign-On Bonus 12m - EHRA Performance Bonus
If action has a 2b or 2c salary increase code: **SUPPLEMENT: Original Increase Start Date***	mm/dd/yyyy
If action has a 2c salary increase code: **SUPPLEMENT: Current Increase End Date***	mm/dd/yyyy
If action has a 2b or 2c salary increase code: **SUPPLEMENT: Proposed Increase End Date***	mm/dd/yyyy
If action has a 7 salary increase code: **Faculty: Nonrecurring Funding Amount Requested**	