

Document A

Pay Action Plan Request for Regular ("Permanent") or Temporary Benefits-Eligible Staff Positions or non-benefits eligible temporary staff

Please provide all the information listed below:

Section 1: General Information

Choose one:

- Regular/permanent benefits-eligible (with no position end date)
- Temporary benefits-eligible (with position end date)
- Temporary non-benefits-eligible (with position end date)

Choose one:

- new position
- existing position – who is the most recent incumbent?

Name of new staff employee, if known (for positions that do not require posting, i.e., for the Research Fellow, Postdoctoral Fellow, and non-benefits-eligible staff titles only):

EID of new staff member, if known (for positions that do not require posting, i.e., for the Research Fellow, Postdoctoral Fellow, and non-benefits-eligible staff titles only):

Section 2: Position Information

UT Job title:

Position title (optional):

Salary account number(s):

Background check account number:

(Can cost up to \$35. Account number must end in 50 through 59)

Earliest start date:

End date, if applicable:

Salary rate: choose one:

If posted for recruitment:

Salary minimum:

Salary maximum (unpublished):

If not posted for recruitment:

Monthly or Hourly rate:

Hours per week:

Work schedule (e.g., 8 a.m. to 5 p.m., M-F):

Supervisor Name (who this position reports to):

Is this a direct report to the Dean?

Yes

No

IMPORTANT: If this is a direct report to the Dean an offer must not be made until the Provost's Office has approved the hire of the individual selected.

Purpose statement (320 character limit):

Essential Job Functions (4000 character limit. Give at least 3 functions. Give percent time for each function. Percent must add up to 100):

Required Qualifications:

Please say if equivalent combination of relevant education and experience may be substituted as appropriate:

Preferred Qualifications:

Working Conditions: Standard conditions. Additional working conditions, is applicable, such as work on evenings and weekends or travel

General notes (optional: 400 character limit. Additional information that candidates will see –e.g., testing requirements, etc.)

Justification for position (not visible in job posting):

Approvals:

Requestor Name:

Date:

Hiring Supervisor Name:

Date:

Chief Business Officer Name:
Dean (if direct report to Dean):

Date:
Date: