

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
REVIEW AND APPROVAL – NEW POSITION / RECLASSIFICATION**

HR Use Only: Approved Position Number: _____ FY: _____ Log #: _____
Eclass: _____ FLSA: _____ Pay Grade: _____ LCAT: _____ BCAT: _____ Date: _____
HR Approval: _____

Date: _____ Contact Name: _____ Email: _____
Title: _____ Phone Number: _____ Ext: _____
Department Name: _____

NEW POSITION:	SECONDARY POSITION (SSR):	SINGLE:	POOLED:
Position Class Code: _____		Title: _____	
FTE: _____		Monthly or Hourly Rate: _____	Home Organization: _____
Job Effective Date: _____		Job To Be Posted For Recruitment: _____	
Estimated Annual Cost: \$ _____			
(LABOR DISTRIBUTION FUNDING SOURCES)			
COA: _____	FOAP: _____	Account Percent: _____	Annual Amount: \$ _____
COA: _____	FOAP: _____	Account Percent: _____	Annual Amount: \$ _____
COA: _____	FOAP: _____	Account Percent: _____	Annual Amount: \$ _____

RECLASSIFICATION OF AN EXISTING POSITION NUMBER

Home Organization: _____ Current Position Number: _____
Incumbent Name: _____ Tech ID: R _____
Current: FTE: _____ Eclass: _____ Monthly Salary/Hourly Rate: _____
Position Class Code: _____ Title: _____
Proposed: FTE: _____ Eclass: _____ Monthly Salary/Hourly Rate: _____
Position Class Code: _____ Title: _____
Estimated Additional Annual Cost: \$ _____ Job Effective Date: _____

LABOR DISTRIBUTION (FUNDING SOURCES)

COA: _____ FOAP: _____ Account Percent: _____ Annual Amount: \$ _____

COA: _____ FOAP: _____ Account Percent: _____ Annual Amount: \$ _____

COA: _____ FOAP: _____ Account Percent: _____ Annual Amount: \$ _____

Comments / Justification:

Note: The job effective date will begin the first payroll period following the final approval date.

DEPARTMENT HEAD: _____ Date: _____

HR COMPENSATION: _____ Date: _____

AVP HR / EXECUTIVE DIRECTOR: _____ Date: _____

BUDGET: _____ Date: _____

VP FINANCE AND ADMINISTRATION: _____ Date: _____

PRESIDENT: _____ Date: _____

Please submit completed form and supporting documents to: [HSC Compensation El Paso](#)