INSTRUCTIONS FOR PREPARING HR-2000 (Request for Position Action)

<u>Section I</u>. Completed by the Budget Unit Director or his/her designee. A - J must be completed to request an action for Faculty (Administrative/Professional) positions. Academic Affairs Vice President office will complete this section for Faculty (Teaching/Research) positions.

- A. Select appropriate box for the employee type. Select the desired action.
- B. For new Faculty (Admin/Prof) positions, complete only department name, budget code, and percent (%) of funding for position information. (HR assigns position #). For existing Faculty (Admin/Prof) positions, complete all information. For Faculty (Teaching/Research), complete all current and proposed information.
- C. All justification questions must be completed.
- D. Provide funding source. If funding source is from existing resources, specify the budget code and sub-accounts. If funding source is from new s