College of Media, Communication and Information
UNIVERSITY OF COLORADO **BOULDER**

Request to Proceed with Hiring Process, Salary Change, Reclassification/Job Code Change, Percent of Time Change

This form must be completed and submitted to the CMCI Faculty Affairs and Human Resources Manager for review to proceed with any personnel action for staff. Staff actions include recruitment/search process to fill a vacant position; filling a new or existing position by hiring (transferring) a current employee; reclassification within the Classified Staff system or job code change for University Staff of an encumbered position with an anticipated salary increase for the incumbent; conversion from Classified to University Staff of an encumbered position with an anticipated salary increase for the incumbent; reappointment of an employee into the same position with an anticipated salary increase; and percent of time change.

Section 1: Position Information				
Position #:	Job Code:	Position Title:		Requestor:
Emp ID:	Candidate/ Employee Name:		Hiring Dept. #	Hiring Dept. Name:
Speedtype(s) (or Fund-Program Combos) that have budget authority to fund this position:				

Section 2: Justification for Request
Explain the justification for this action – why the salary change or position request is necessary:

Section 3: Fiscal Impact and Budget Considerations
Explain how this salary expense will be funded. Provide the amount and percentage increase anticipated for a current employee along with justification for the increase, if applicable (provide as much information as possible; work with CMCI Finance dept. for guidance):
Section 4: Approvals

Senior Executive Aide, CMCI _____ Date _____

Director of Budget and Finance, CMCI _____ Date _____

Dean, CMCI _____ Date _____