

Permanent Employment for SHRA and EHRA
 ITS Permanent Staff Personnel Action Request Form

Requestor Information			
Date Submitted:		Hiring Supervisor	
ITS Division/Department (check one):			
<input type="checkbox"/>	601000	ITS – Vice Chancellor – CIO office	
<input type="checkbox"/>	602000	Information Security	
<input type="checkbox"/>	603000	Enterprise Applications/Connect Carolina	
<input type="checkbox"/>	604000	Finance and Administration	
<input type="checkbox"/>	605000	Infrastructure and Operations	
<input type="checkbox"/>	606000	Teaching and Learning	
<input type="checkbox"/>	607000	User Support and Engagement (including Help Desk, CCI, CRC and Software Acquisition)	
<input type="checkbox"/>	608000	Communication Technologies	
<input type="checkbox"/>	615000	Research Computing Center	

Position Change Actions			
Position Impacted (enter position number, or NEW)		Name of employee in position, or previous employee (if applicable)	
Request to Create New Position*	<input type="checkbox"/>	Request to convert position – SHRA to EHRA***	<input type="checkbox"/>
Request to Reassign Position	<input type="checkbox"/>	Request to Reclassify/Update Duties of Current Position**	<input type="checkbox"/>

* SHRA: (Attach PD-102-CB); EHRA: (Attach EHRA Job Description, with desired salary range and main functions with percentages for each function.)
 ** SHRA: (Attach PD-102-CB); EHRA: (Attach EHRA Job Description, with desired salary range and main functions with percentages for each function.)
 *** Contact ITS HR for required documentation

Filling Vacant Positions (New or Already Established)			
<input type="checkbox"/>	Request to Fill Vacant Position		
Position #		Previous Employee (if applicable)	
Number of working Days to Post Position*		Internal Posting Only **	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	Request to Advertise Externally*		
	Media Outlets Requested (i.e. Monster.com)		

*(Advertising Costs will be charged to Program Code indicated on this form, vendors listed on page 2)

Employee Salary Increases			
<input type="checkbox"/>	Request for Salary Increase		
Employee's Name:		New Requested Salary	\$ _____ Proposed Effective Date _____
Documentation:			
<ul style="list-style-type: none"> EHRA: Attach Non-Faculty Salary Adjustment/Supplement Form (Rainbow form) SHRA: Attach Non-Faculty Salary Adjustment/Supplement Form (Rainbow form), other documentation as required (contact ITS HR) 			
Increase Type (check one):			
<input type="checkbox"/>	Additional Duties (Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> – check one)	<input type="checkbox"/>	Reclassification/New Position Competency Level
<input type="checkbox"/>	Employee Competency Improvement (i.e. Developing to Applied)	<input type="checkbox"/>	Retention (contact ITS HR for required documentation)
<input type="checkbox"/>	Internal Equity	<input type="checkbox"/>	Labor Market

Request for Change in Hours/Employee Schedule/Reassignment			
Employee's Name		Effective Date	
Proposed New Hours (FTE)		Perm/Temp Change	
New Supervisor's Name		New Department (if applicable)	

Justification for Action Requested

Signature: _____ Date: _____
AVC/Executive Director for Division

Signature: _____ Date: _____
Steve Haring, Executive Director, ITS Finance & Administration

Signature: _____ Date: _____
Accounting Services

Chartfield Fund _____ Source _____ Acct _____ Dept _____ Prog Code _____

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List of Common External Position Advertising Vendors	
Vendor Name	Estimated Cost per Month*
Dice	\$395
Chronicle of Higher Ed.	\$375
Diverse Education	\$330
HigherEdJobs	\$295
CareerBuilder	\$225
Educause	\$200
Monster	\$100
Craigslist	\$25
HEUG	Free
InsideHigherEd	Free

*Advertising costs may vary without notice

Additional vendors focused on diversity can be found on the UNC Equal Employment Opportunity site:
<https://eoc.unc.edu/files/2015/05/Diversity-Recruitment-Sources.docx>