

**University of North Texas at Dallas  
Personnel Budget Request Form**

**Instructions:**

Use separate forms for each individual personnel request.  
For assistance with position data, reach out to [budget.office@untdallas.edu](mailto:budget.office@untdallas.edu).  
This form is for budget approval only and does not replace any HR forms or processes.

**Date of Request:**

**Request Type:**

Fill Existing Position

New Position

Position Number:

Title:

Current Salary:

Annual Salary Amount:

Date Position Became Vacant:

Requested Fill Date:

Reclassification or Increase for Existing Position

Position Number:

Position Data

**Current**

**Requested**

Salary:

Position Title:

Grade:

**Funding Sources:**

Explain how new position or salary increases on existing position will be funded. (e.g. closing an existing role, downgrading a vacant position, using available fee or grant funding, etc.)

**Justification:**

Provide detailed explanation of the business-critical roles this personnel request will fulfill. For new positions, explain why these roles cannot be covered withing the existing org structure. For reclassifications, provide specific detail on how the position would change. Attach additional supporting documentation as needed.

**Signatures**

Requestor:

Funding Department Manager:

Dean (if applicable):

VP:

**Once form is fully executed, send to [budget.office@untdallas.edu](mailto:budget.office@untdallas.edu) and [Arthur.Bradford@untdallas.edu](mailto:Arthur.Bradford@untdallas.edu) for review for approval with President.**