

Updated Process for Position Change Requests

We are excited to announce a significant improvement to our processes!

To streamline operations, Human Resources is replacing the Position Change Authorization Form (DocuSign) with the HR Compensation Request Form (DocuSign) which will allow us to remove duplicate signatures already obtained by an eForm.

This user-friendly form will be used for requesting reviews of and approvals for various position changes, such as reclassifications, non-competitive promotions, salary increases, extensions of end dates, and/or other position changes for a filled position.

Once HR Compensation completes the review, the form will be returned to the department. For approved requests, the appropriate eForm can be submitted with the HR Compensation Request Form attached.

This change is all about making things easier and more efficient for everyone involved!

[Link to HR Request Compensation Form](#)

Contacts for Processing Questions or Assistance:

HRCompensation@uttyler.edu

[Lauren Hatch](#), Compensation Analyst

[Louis "Tyler" Perkins](#), Compensation Analyst

[Randall "Joey" Saxon](#), Director of Compensation