HRM-4s

- HRM-4s are used to update the information on a position
- HRM-4s are used for requesting a new position, reclassifying a vacant position, replacements (rehire), FTE changes, salary changes, overlaps, funding changes, HR Department changes
- When completing the HRM-4, verify that the HRM-4 reflects the changes you want to make – not what the position currently is
- Who processes HRM-4s and ePars?

An ePAR is used to update the information on an employee
- An ePAR is used to hire a person, terminate a person, transfer a person to a different position
- The amount and the funding chartstring match what was submitted on your HRM-4
- Salary Savings are funds created by position changes
- Two types of salary savings: Permanent and Temporary
- Salary Savings are accumulated for staff salaries on these Fund Category - Fund combinations:

<table>
<thead>
<tr>
<th>Fund Cat</th>
<th>Fund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>800001</td>
<td>State</td>
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<tr>
<td>105</td>
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<td>State</td>
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<tr>
<td>200</td>
<td>830001</td>
<td>Designated Tuition</td>
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</tbody>
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Permanent Salary Savings

- Obtained When
  - A position is ended
  - A position is reassigned
  - A position that was encumbered above entry hires someone at a lower annual salary

- Can Be Used To
  - Fund equity increases
  - Hire someone over entry
  - Fund a new position
  - Relapse a current position

Temporary Salary Savings:

- Obtained When
  - A position is vacant
    - For example, if you have $24,000 budgeted for a position that is vacant, every month $2,000 is getting swept to salary savings.

- Can Be Used For
  - Lump sum vacation payouts
  - Comp time/over-time payouts
  - Temporary employees
  - Overlaps

Example:

Jane has been in her position as an Administrative Coordinator I for 10 years and is now making $42,000 annually. Jane retires, the position is reset to entry, and is vacant for 3 months. Entry level for an Administrative Coordinator I is $30,000 annually.

PERMANENT SAVINGS: There will be $12,000 in permanent salary savings. $12,000 = $42,000 - $30,000.

TEMPORARY SAVINGS: There will be $7,500 in temporary salary savings. $7,500 = ($30,000/12) x 3

Fringe Benefits:

- Fringe Benefits are payroll related costs that show up under account D5050
- Longevity Pay (50401/D5031) is a payroll related costs that is considered a Fringe Benefit.
- Fringe Benefits are covered centrally for the following:

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<tbody>
<tr>
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<td>State</td>
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<td>200</td>
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