

**University of Pennsylvania School of Medicine
Human Resource Action Request / Financial Review Form**

(This form is a supplement to the standard required University of Pennsylvania Human Resources forms required for human resource actions. Please complete this form and attach it in front of the required University of Pennsylvania Human Resource form(s) and any required accompanying documentation before submitting the forms to Human Resources, 118-C Blockley Hall/6021. Questions related to the status of processing of the request should be directed to Human Resources, phone: (215) 898-6405).

1. Department/Center/Institute/Office _____

2. Position title (and employee name, if known) _____

3. Action requested (check one):

Required HR forms / documentation

<input type="checkbox"/> create new position	HR-1, PIQ
<input type="checkbox"/> fill vacant position (replacement)	HR-1, resignation / termination letter
<input type="checkbox"/> review salary for potential increase	justification letter, resume
<input type="checkbox"/> review position for possible reclassification	PIQ, resume
<input type="checkbox"/> additional pay request	Additional Pay Form
<input type="checkbox"/> acting rate request	justification letter

4. Justification of action: (Please briefly describe the reason for the proposed action in the space below or in an attachment. The justification should explain why this HR action is critical to the mission of the department/center/institute/office).

5. Amount of annual funding available to support salary and employee benefits for the requested human resource action: \$ _____

6. Source(s) of funding for amount entered in item 5, above*:

_____ \$ _____
name of funding source 26 digit account number

_____ \$ _____
name of funding source 26 digit account number

_____ \$ _____
name of funding source 26 digit account number

***Important – Please Note: As part of the HR action review and approval process, School of Medicine Finance will verify the availability of funds for this action in the account(s) listed above. Please be certain that all of your transactions in the account(s) are up-to-date. Also, if any portion of the funding is from a grant that is approaching its end date, please attach the award notification for future years.**

