

## SECTION 1

### BUDGET-RELATED PERSONNEL ACTIONS

#### I. General Information

- A. The Unclassified Personnel Guideline series should be consulted for policy and procedural guidance for budget-related personnel actions, particularly:
- UPG #1 on appointments and titles (included as Section 5 of this document),
  - UPG #4 on budget-related and mid-year salary adjustments, and
  - UPG #5 on the authority to approve personnel actions.
- B. Appointment status modifier codes should be reviewed and updated for each appointment wherever changes have occurred since the prior year's final budget. (See Section 5)
- C. If you are creating an officer position or changing an existing officer position that is included in the System Administration Salary Plan under s.20.923(5), contact Al Crist, System Administration Human Resources office (608/263-4384), for advance counsel on developing a position description and establishing a salary range.

#### II. Changes of Status (Form 5) and New Appointments (Form 6)

Effective with the 2006-2007 budget year, the Office of Budget Planning no longer collects Forms 5 & 6 data (tenure information should however, continue to be maintained in the budget system).

The Office of Academic and Student Services now collects the information on tenure and promotions (used for the June tenure and promotion report) previously collected in Forms 5 & 6.

Institutions will be contacted regarding procedures for submitting this data no later than March 18th, 2011. Data must be submitted back to The Office of Academic and Student Services by April 22, 2011.