

# Scenario 1

**Position Number Request/Assignment**

Select the appropriate answer for all fields and any fields that populate as a result of your choices. Note: This form also includes error messages which should be addressed prior to signing and submitting the form.

Click to View Examples on COS Admin Website

HR Liaison: \_\_\_\_\_  New Request  
Budget Liaison: \_\_\_\_\_  Update  
Hiring Official: \_\_\_\_\_

**POSITION DATA**

Selection Process: Search

N/A \_\_\_\_\_  
Department: \_\_\_\_\_  
Academic Sub: \_\_\_\_\_  
Discipline: COE of Specialty Sub disrupted  
Employee Group: 9 Mo Faculty  
Title/Rank: Assistant Professor  
Administrative Functions: \_\_\_\_\_  
Employee Class: Regular  
Campus: Orlando  
Liability #: 2405-20-74  
Effective Date: 8/8/2016  
Base Salary: \$70,000.00 \*\* < normal salary level for entry  
Authorized FTE: 1.00  
Supervisor: Chair  
*Must be chair/director if title is Instructor, Lecturer, Assistant Professor, Associate Professor, or Professor.*

**RECURRING BUDGET**

Salary Budget: \$ 75,000 \*\*\* - upper limit for unit Fund Type: E&G - Main  
Joint Appt: No  
Main Campus Liability: \$ 75,000 26.5% \$ 94,875  
Regional Campus Budget: \$ - 26.5% \$ -  
Contract & Grants (C&G): \$ - \$ -

**FINANCIAL PLAN (College Main Campus)**

Current Salary Alloc. Avail.:	Yes
Requesting Overlap:	No
Current/Former Employee Name:	Smith, J
Current/Former Employee Group:	9 Mo Faculty
Associated Salary Amount:	\$60,000.00
College Fringe Rate:	26.50% 0.00%
Total Salary Alloc. Available:	\$ 75,900.00 \$
Provost Funding:	\$
Convert NonSalary to Salary:	\$ 18,975.00 ← difference
Convert Salary to NonSalary:	\$
Total Recurring Funds:	\$ 94,875.00
DIFFERENCE:	\$ -

Line Items in NonSalary which will be eliminated or reduced:

Reserve in Operations	\$ 13,975
Reduce Travel	\$ 5,000
--TOTAL--	\$ 18,975 0 1

**ESTIMATED START-UP**

The estimated amounts for start-up will be used for planning purposes.

Department	\$ 15,000
Other Sources	\$
College	\$ 5,000
--TOTAL STARTUP--	\$ 20,000

**Request to use unit's nonrecurring resources to fund position or special arrangements**

Description	Amount

Total NonRecurring Funds: \$ -  
DIFFERENCE: \$ -

**Search Committee (for all faculty positions, research positions, and staff positions at the Assistant Director level & above)**

Role	Name	Email
Search Committee Chair		
Committee Member		
Committee Member		
Committee Member		
Committee Member		

*Search committee recommendation*

The following documents should be added to this packet prior to the Hiring Official submitting to the COS Admin for approval:

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Additional information regarding the position and/or funding arrangement:**

*Print and sign OR send attached to an email*

<input type="checkbox"/> Approved	_____
<input type="checkbox"/> Not Approved	_____
<input type="checkbox"/> Approved	_____
<input type="checkbox"/> Not Approved	_____
	Direct Supervisor
	Chair/Director
	Dean or Designee

\* Visiting, NonRenewable--employee is eligible for academic year and summer cycle. Visiting, Renewable--employee is eligible for four academic year and summer cycles (UNLESS they were previously hired as a visiting, nonrenewable).  
 \*\*The base salary should be the minimum amount budgeted for the hire. For A&P and USPS there is a fixed minimum for each position (per HR).  
 \*\*\*The budget should accommodate the base salary associated with this position plus additional funds for above base salary recommendations.  
 \*\*\*\*Funds not needed for salary allocation will be returned to the unit as a nonsalary adjustment (on the funding document) unless the line is associated with funding from the Office of the Provost.

**FOR INTERNAL USE ONLY:**

College Review	Date
Dean's Review	_____
Preliminary Analysis	_____
ePAF#	_____
Update Hire Tracking	_____
Denied	_____

Academic Year: \_\_\_\_\_  
Ref #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Returned: \_\_\_\_\_  
Position Number: \_\_\_\_\_

**PROCESS INSTRUCTIONS/NOTES:**