

# Scenario 2

**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	RECURRING BUDGET	FINANCIAL PLAN (College Main Campus)																																				
Selection Process: <u>Search</u> N/A _____ Department: <u>Math</u> Academic Sub _____ Discipline: <u>Big Data</u> Employee Group: <u>9 Mo Faculty</u> Title/Rank: <u>Assistant Professor</u> Administrative Functions: _____ Employee Class: <u>Regular</u> * Campus: <u>Orlando</u> Liability #: <u>2405-20-74</u> Effective Date: <u>8/8/2016</u> Base Salary: <u>\$70,000.00</u> ** Authorized FTE: <u>1.00</u> Supervisor: <u>Chair</u> <i>Must be chair/director if title is Instructor, Lecturer, Assistant Professor, Associate Professor, or Professor.</i>	Salary Budget: \$ <u>75,000</u> *** Fund Type: <u>E&amp;G - Main</u> Joint Appt: <u>No</u> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Main Campus Liability:</td> <td style="text-align: right;">\$ 75,000</td> <td style="text-align: right;">26.5%</td> <td style="text-align: right;">\$ 94,875</td> </tr> <tr> <td style="text-align: right;">Regional Campus Budget:</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">26.5%</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="text-align: right;">Contract &amp; Grants (C&amp;G):</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">-</td> <td style="text-align: right;">\$ -</td> </tr> </table>	Main Campus Liability:	\$ 75,000	26.5%	\$ 94,875	Regional Campus Budget:	\$ -	26.5%	\$ -	Contract & Grants (C&G):	\$ -	-	\$ -	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Current Salary Alloc. Avail.:</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td>Requesting Overlap:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Current/Former Employee Name:</td> <td style="text-align: right;"><u>Joe</u></td> </tr> <tr> <td>Current/Former Employee Group:</td> <td style="text-align: right;"><u>9 Mo Faculty</u></td> </tr> <tr> <td>Associated Salary Amount:</td> <td style="text-align: right;"><u>\$90,000.00</u></td> </tr> <tr> <td>College Fringe Rate:</td> <td style="text-align: right;"><u>26.50%</u> 0.00%</td> </tr> <tr> <td>Total Salary Alloc. Available:</td> <td style="text-align: right;">\$ <u>113,850.00</u> \$ -</td> </tr> <tr> <td>Provost Funding:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Convert NonSalary to Salary:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Convert Salary to NonSalary:</td> <td style="text-align: right;"><u>\$ 18,975.00</u></td> </tr> <tr> <td>Total Recurring Funds:</td> <td style="text-align: right;"><u>\$ 94,875.00</u></td> </tr> <tr> <td>DIFFERENCE:</td> <td style="text-align: right;"><u>\$ -</u></td> </tr> </table>	Current Salary Alloc. Avail.:	Yes	Requesting Overlap:	_____	Current/Former Employee Name:	<u>Joe</u>	Current/Former Employee Group:	<u>9 Mo Faculty</u>	Associated Salary Amount:	<u>\$90,000.00</u>	College Fringe Rate:	<u>26.50%</u> 0.00%	Total Salary Alloc. Available:	\$ <u>113,850.00</u> \$ -	Provost Funding:	\$ -	Convert NonSalary to Salary:	_____	Convert Salary to NonSalary:	<u>\$ 18,975.00</u>	Total Recurring Funds:	<u>\$ 94,875.00</u>	DIFFERENCE:	<u>\$ -</u>
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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"/>
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**Additional information regarding the position and/or funding arrangement:**

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

\* 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:	Dates	PROCESS INSTRUCTIONS/NOTES:
College Review	_____	Academic Year: _____
Dean's Review	_____	Ref #: _____
Preliminary Analysis	_____	Date Received: _____
ePAR	_____	Date Returned: _____
Update Hire Tracking	_____	Position Number: _____
Denied	_____	