

Scenario 4

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: Exemption from Search
 Reason: _____
 Department: EXAMPLE
 Academic Sub: _____
 Discipline: _____
 Employee Group: Administrative & Professional
 Title/Rank: Coordinator, Administrative Services
 Administrative Functions: _____
 Employee Class: Regular
 Campus: Orlando
 Liability #: 24xx-20-01
 Effective Date: ASAP
 Base Salary: TBD **
 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: \$ 40,000 *** Fund Type: _____
 Joint Appt: _____

| | Salary | Fringe | Total Amt. |
|--------------------------|-----------|--------|------------|
| Main Campus Liability: | \$ 40,000 | 30.0% | \$ 52,000 |
| Regional Campus Budget: | \$ - | 30.0% | \$ - |
| Contract & Grants (C&G): | \$ - | | \$ - |

FINANCIAL PLAN (College Main Campus)

| | | |
|--------------------------------|--------------|-------|
| Current Salary Alloc. Avail.: | Yes | |
| Requesting Overlap: | No | |
| Current/Former Employee Name: | Knitro | |
| Current/Former Employee Group: | USPS | |
| Associated Salary Amount: | \$32,685.00 | |
| College Fringe Rate: | 7.65% | 0.00% |
| Total Salary Alloc. Available: | \$ 35,185.40 | \$ - |
| Provost Funding: | \$ - | |
| Convert NonSalary to Salary: | \$ 16,814.60 | |
| Convert Salary to NonSalary: | | |
| Total Recurring Funds: | \$ 52,000.00 | |
| DIFFERENCE: | \$ (0.00) | |

Line Items in NonSalary which will be eliminated or reduced:

| | | |
|------------------|-----------|-----|
| Reduce OPS Hrly | \$ 16,815 | |
| --TOTAL-- | \$ 16,815 | 0 1 |

ESTIMATED START-UP

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

| | |
|--------------------------|------|
| Department | \$ - |
| Other Sources | \$ - |
| College | \$ - |
| --TOTAL STARTUP-- | \$ - |

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

| Description | Amount |
|---------------------------------|-----------|
| | |
| | |
| Total NonRecurring Funds | \$ - |
| DIFFERENCE: | \$ (0.00) |

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 | _____ | _____ |

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

Position Description [USPS] [A&P]

Additional information regarding the position and/or funding arrangement:

| | |
|---------------------------------------|-------------------------|
| <input type="checkbox"/> Approved | Direct Supervisor _____ |
| <input type="checkbox"/> Not Approved | Chair/Director _____ |
| <input type="checkbox"/> Approved | Dean or Designee _____ |
| <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: | | PROCESS INSTRUCTIONS/NOTES: |
|------------------------|-------|-----------------------------|
| College Review | Dates | Academic Year: _____ |
| Dean's Review | _____ | Ref #: _____ |
| Preliminary Analysis | _____ | Date Received: _____ |
| Exemption Requested | _____ | Date Returned: _____ |
| Exemption Approved | _____ | Position Number: _____ |
| ePAF# | _____ | |
| Update Hire Tracking | _____ | |
| Denied | _____ | |